

# Paulina Grasiela Maria Kawatu

Interested in EU/Protocol and Events

## CONTACT INFORMATION

**Email:** pkawatu@ucm.es  
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**Date of birth:** 15 Jun, 1994  
**Nationality:** Indonesia  
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## OBJECTIVE

Graduated from Master in European Union Studies from Complutense University of Madrid, Paulina is eagerly seeking entry-level opportunities within international organizations or related field. Interested in Protocol and Diplomacy, Conference Services, and Cultural Outreach Units. Paulina also an active volunteer for UNICEF Spain. Proficient in English, Spanish, and Indonesian.

## WORK EXPERIENCE

### Remote/Hybrid

Nov 2022 - Present

### Contributor

Revista Protocolo

- Covers and writes topics regarding cultural diplomacy in international summits. Covered G20, G7, and ASEAN Summits.
- Also did research and verification of the local cultural elements from interviewees.
- Managed all coverages includes articles and visual media in internal and external processes.

### Madrid, Spain

Nov 2021 - Present

### Voice-Over Artist/Tour Leader

Europamundo Vacaciones

- Informing customers about the itinerary for each tour
- Scheduling visits and purchasing tickets to museums, galleries, protected parks, and other attractions ahead of time, if required.
- Planning alternate activities in the event that cancellations, closures, or weather prohibit you from attending scheduled events.
- Responsible for recording voice-overs of written manuscripts.

### Remote/Hybrid

Jun 2021 - Nov 2022

### External and Partnership Officer

G20 Youth Summit Indonesia

- Coordinated meetings between Y20 (G20 Youth) Indonesia Organizing Committee and 100+ partners and stakeholders from all across the globe.
- Person in charge to our online program such as "A Day with The Diplomat", Y20 Roadshows to universities and youth groups.
- 100+ presentations to youth groups and civil society raising the importance of G20 Presidency 2022.

### Madrid, Spain

Dec 2019 - May 2022

### In-House Translator (Indonesian)

Nutrition Internacional S.L.U

- Provide accurate translations of texts.
- Attend meetings to translate discussions.
- Continually take language fluency assessments to certify fluency.

### Madrid, Spain

May 2022 - Oct 2022

### Event Hostess

Various Staffing Companies in Spain

- Worked as bilingual event hostess for conferences and exhibitions with international clients including Meta and Amazon.
- Ensuring that all events clients are extremely satisfied throughout their event.
- Responsible for greeting guests, helping with registration, and double-checking that all health and safety measures are observed and that staffs are well-versed in emergency protocols.

## EDUCATION AND TRAINING

### Madrid, Spain

Oct 2017 - Sep 2019

### Bilingual Master in European Union and the Mediterranean

Universidad Complutense de Madrid

I researched about the cooperation between Jakarta and Rotterdam for the prevention of floods for my final work of under the subject "Economics of natural resources"

### Tangerang, Indonesia

Aug 2012 - Mar 2016

### Bachelor of International Relations

Universitas Pelita Harapan

In my final year as a student, I worked as a research assistant with my professors.

Wrote my undergraduate thesis under the title "Discovering the Cultural Diplomacy of Spain in Indonesia"

### Madrid, Spain

2022 - Jun 2022

### Intensive Course of Protocol and Ceremonial

Escuela Internacional de Protocolo

## LANGUAGES

### English

Advanced. CEFR C1.2

### Spanish

Advanced

### Indonesian

Native

## SKILLS

### Volunteering

Intercultural Communication

Event Planning

Teamwork

### Foreign Language

Event Assistant

Customer Service

Adaptability

## CERTIFICACIONES

- Certified Event Liaison Officer issued by Badan Nasional Sertifikasi Profesi, 2021
- Translator and Interpreter ES-ID vice versa issued by (Himpunan Penerjemah Indonesia, 2021. Credential number: HPI-01-21-3978
- CEFR English C1.2 issued by International House Madrid, 2022
- Basic Course of Protocol and Event Management issued by Escuela Internacional de Protocolo, Madrid, 2022
- Tour Guide / Tour Leader Credential issued by Europamundo Vacaciones, 2022
- Online International Diplomacy and Protocol Masterclass
- Press Credential issued by Club Internacional de Prensa, 2022

## REFERENCES



• Gracia Paramitha, Co-Chair of Y20 Indonesia 2022 and G20 Analyst. E-mail: [gracia.paramitha@york.ac.uk](mailto:gracia.paramitha@york.ac.uk)



• Amelia Joan Liwe, Lecturer, Universitas Pelita Harapan. E-mail: [amelia.liwe@uph.edu](mailto:amelia.liwe@uph.edu)

## VOLUNTEERISM AND OTHER EXPERIENCES

- International Volunteer in UNICEF Spain Madrid Chapter (October 2021 - present)
- International Volunteer at the 2019 United Nations Climate Change Conference (COP 25), December 2019, Madrid - Spain. Received trainings by UN Volunteers and the Spanish Government.
- Content Writer at Indonesia Mengglobal, present
- Liaison Officer for the Deputy Minister of the Interior of Thailand at the ASEAN Ministerial Meeting on Disaster Management 2016, Manado - Indonesia.
- Conference Officer at ASEAN Tourism Forum 2012, Manado - Indonesia.
- Conference Officer at World Ocean Conference 2009, Manado - Indonesia.