



Team Leader & Communication Coordinator Expert, Communication & Visibility for EU-ASEAN Cooperation (November 2019 - November 2020, Landell Mills International)

Leading a team of four (a graphic designer, an events organiser, an assistant producer and an office manager) and commissioning and supervising other contractors (including media relations specialists, animators, printers, web programmers, videographers and video editors), my responsibilities included:

- Developing communications strategy and key messages
- Drafting concept notes for innovative video and online material
- Evaluating social media outputs and developing strategy, content and monitoring routines
- Mobilising ASEAN and Indonesian media for €10 million support to AHA Centre launch event, and finalising event report (27 January)
- Producing and presenting at communications training workshop for EU staff and projects (29 January)
- Researching, drafting and producing E-READI booklet
- Logistics support for ASEAN-EU Dialogue on Sustainable Development in Brussels (10 February)
- Researching, drafting and producing flagship 2020 EU-ASEAN Blue Book and Summary
- Producing EU-ASEAN cooperation website: www.euinasean.eu
- Producing EU-ASEAN Connectivity video
- Organising 2020 EU-ASEAN Blue Book handover at ASEAN-EU Joint Cooperation Committee meeting (19 March)
- Mobilising ASEAN and Indonesian media for EU-ASEAN Blue Book 2020 virtual launch, and finalising event report (9 May)
- Organising Europe Day virtual celebrations, and drafting event report (9 May)
- Researching, drafting and producing flagship 2020 EU-Indonesia Cooperation Publication and Summaries
- Producing EU-Indonesia cooperation website: www.teameuropeindonesia.eu
- Researching, drafting and producing EU-ASEAN and EU-Indonesia coronavirus response infographics
- Researching, drafting and producing ARISE+ ACTS videos, leaflet and banner
- Drafting and producing project-themed animated graphics
- Organising two-day virtual ASEAN-EU Cooperation and Scholarships event, producing highlights videos, and drafting event report (13-14 August)
- Organising EU-IDN Cooperation 2020 virtual high-level dialogue, media mobilisation and panel discussion launch events, and drafting event report (17 September)
- Developing Op-Ed opportunities and material for EU-ASEAN Ambassador
- Developing social media strategy and content for EU Climate Diplomacy Week (24 October to 6 November)
- Producing and presenting at virtual second communications training workshop for EU staff and projects (4 November)
- Organising virtual ASEAN Customs Transit System launch event and media mobilisation (30 November)
- Drafting speaking points, media releases and media backgrounders
- Implementing social media strategy and producing monthly social media text and graphic content (@EUinASEAN on Facebook, Instagram and Twitter) and monitoring reports
- Drafting six-monthly activity/progress reports.

Underlines indicate links to the web or to items in the unrestricted Google Drive available here.