

# ALVIN ROY SUTANTO

## FILM PRODUCER & DIRECTOR

+628111688877  
ARSUTANTO@LIVE.COM  
JAKARTA, INDONESIA

### OBJECTIVE

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Passionate about film making and aspiring to be a successful film maker, I have completed my own film scripts through private lessons as well as analyzing other film scripts. Over the past 3 years during the pandemic, I started to explore my other interests. Growing up around films, I have a huge passion and a great knowledge of Films. Drawing inspirations from the people around me as well as the films I watched throughout my life, I achieved a master's degree in Online Entrepreneurial Producing and Innovation. And an online directing certification with NYFA Australia. I have created a short film and won a few awards in film festivals.

### ACHIEVEMENTS & AWARDS (FOR PHASMOPHOBIA)

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- Virgin Spring Cinefest Critics Choice Award March 2023
- Independent Shorts Awards Finalist March 2023
- World Film Carnival Singapore Award April 2023

### EDUCATION

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December 2024	<b>Master's Degree in Online Entrepreneurial Producing and Innovation.</b> New York Film Academy
February 2023	<b>Completion of online directing course.</b> New York Film Academy – Australia
June 2009	<b>Bachelor's Degree in Business Administration and Finance</b> California State University of Los Angeles
June 2004	<b>Associate Degree</b> Pasadena City College

### SKILLS & ABILITIES

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- Expert in editing videos using video editing software such as Windows Movie Maker and Davinci Resolve Studio.
- Expert in editing photos and pictures with Adobe Photoshop.
- Expert in generating and auditing financial statements utilizing Excel or Accurate.
- Extensive knowledge in the legal requirements of property industry in Indonesia.
- Proficiency in using Microsoft Office.

### EXPERIENCE

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2020-2023	<b>P.T. Bina Mega, Indonesia</b> Legal and General Affairs Manager <ul style="list-style-type: none"><li>• Ensuring Legal requirements for the company such as managing and organizing legal documents.</li><li>• Dealing with government officials in resolving any legal disputes and keeping up to date with government regulations within the property industry.</li></ul>
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2011-2023	<b>P.T. Bina Mega, Indonesia</b> Procurement Manager <ul style="list-style-type: none"> <li>• Research vendors and suppliers that meet the goals of the company as well as approve purchase orders and internal requests.</li> <li>• Source products and services for the company as well as review, negotiate and bargain with vendors and suppliers.</li> </ul>
2010-2011	<b>P.T. Pulau Intan, Indonesia</b> Project Manager <ul style="list-style-type: none"> <li>• Supervise, monitor progress and deadlines and delegating tasks and assign responsibilities to personnel and ensure they are carried out.</li> <li>• Coordinate with architects and engineers to understand the project details and requirements and generate real-time progress reports of the construction project from start to finish.</li> </ul>
2004-2005	<b>American Express Private Banking, Singapore</b> Internship <ul style="list-style-type: none"> <li>• Market Data collection. Equity research. Generating and report daily market Data Analysis.</li> </ul>
2002-2003	<b>Bank of America, San Gabriel, CA</b> Teller <ul style="list-style-type: none"> <li>• Interact with Customers and provide customer service. By processing client's daily financial transactions such as deposits and withdrawals. As well as assisting clients with various questions and concerns related to their accounts.</li> </ul>

## COMMUNICATION

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Fluent and proficiency in Speaking, Reading, and Writing in 3 Languages, English, Mandarin, Indonesian.

## LEADERSHIP

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Ability to manage projects with efficiency in meeting deadlines and producing high quality results.