

# DEWI LARASATI

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## WORK EXPERIENCE

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### NATIONAL BATTERY RESEARCH INSTITUTE (NBRI)

Tangerang Selatan, Banten

#### Project Officer

Apr 2025 – Present

- Coordinated the [Battery School](#) 2025 with 30+ participants from diverse industries, managing planning to execution, liaising with speakers, and translating their topics into structured syllabus content.
- Led operational preparation for the [International Battery Summit \(IBS\) 2025](#), including VVIP/VIP guest invitations, official documents, and direct coordination with senior stakeholders from both government and the private sector.
- Directed on-site event execution for IBS 2025, managing a 15-member volunteer and intern team, collaborating with co-organizers on rundowns, and ensuring stage flow, MC coordination, and live session management.
- Prepared project documentation and integrated industry best practices and stakeholder feedback to refine event formats, strengthen engagement strategies, and improve outcomes for future company programs.

### DTM FT UNIVERSITAS INDONESIA

Jakarta, DKI Jakarta

#### Program Coordinator Staff

Mar 2024 – Sep 2024

- Supported academic and research projects through task prioritization, proposal writing, documentation, and reporting to ensure effective implementation.
- Represented the department in meetings and negotiations with industry, government, and research institutions, fostering external collaborations.
- Monitored project schedules and deliverables, ensuring initiatives were completed on time and according to plan.
- Coordinated with the team about logistics, budgeting, and stakeholder engagement for academic activities such as seminars, workshops, and training programs.

### KERTASBYKARLS STUDIO

Jakarta Selatan, DKI Jakarta

#### Brand Assistant

Jan 2023 – Present

- Represented [Kertasbykarls Studio](#) brand to clients for collaboration.
- Conducted market research and analysis, gathering information on workshop themes, study art craft and materials, insights from competitors to inform brand decision-making.
- Assisted in teaching over 20+ participants on various art workshops such as; bookbinding, acrylic and watercolor painting; held in ASHTA, Roca Experience, 2510 Urban Living Kemang, Lataré Bambu, Joyland 2024, Kedai Tjikini, Nurum.jkt, etc.
- Oversaw event logistics and participant experience, coordinating venue setup, materials preparation, and partner communication to ensure smooth execution of workshops

### PANDAI INDONESIA

Yogyakarta, DI Yogyakarta

#### Project Officer

Oct 2022 – Jan 2023

- Collaborated with cross-functional teams to develop event concepts, content themes, and promotional strategies, resulting in a 20% increase in attendee engagement and satisfaction.
- Managed event budgets, tracked expenses, and negotiated vendor contracts, achieving cost savings of 15% while maintaining the quality of events and content delivery.

## VOLUNTEER

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### Makna Talks (Pestapora 2025)

Jakarta, DKI Jakarta

#### Crew Volunteer

September 2025

- Assisted in coordinating events, directed guests to their designated areas, providing information and support.

### TEDx Jakarta 2025

Jakarta, DKI Jakarta

#### Audience Experience

Aug 2025

- Managed ticketing and collaborated with logistics and venue teams to optimize audience experience.
- Conducted on-site checks (seating, entrance flow, transport) and resolved issues to ensure a seamless attendee journey

<b>Makna Talks (Pestapora 2024)</b> Crew Volunteer	Jakarta, DKI Jakarta September 2024
<ul style="list-style-type: none"> <li>Assisted in coordinating events, directed guests to their designated areas, providing information and support.</li> <li>Managed internal logistics to facilitate smooth operations and teamwork, including coordinating ticketing processes and acting as a timekeeper to ensure events ran on schedule.</li> </ul>	
<b>TEDx Jakarta Salon 2024</b> Event Venue and Logistics	Jakarta, DKI Jakarta July 2024
<ul style="list-style-type: none"> <li>Handle venue and event logistics; prepare stage decoration; coordinate with sponsor and organize stands.</li> </ul>	
<b>Divers Clean Action</b> Beach Clean Up	Jakarta, DKI Jakarta Dec 2023
<ul style="list-style-type: none"> <li>Assist in clean-up efforts at Pulau Pramuka Kepulauan Seribu; collecting and sorting trash for proper disposal.</li> </ul>	
<b>TEDx Jakarta 2023</b> Event Venue and Logistics	Jakarta, DKI Jakarta Dec 2023
<ul style="list-style-type: none"> <li>Handle venue and event logistics; prepare stage decoration; coordinate with sponsor and organize stands.</li> </ul>	
<b>Tech in Asia Conference 2023</b> Speaker Management - Main Stage	Jakarta, DKI Jakarta Oct 2023
<ul style="list-style-type: none"> <li>Making sure the speakers for the main stage arrive on time, guiding through registration etc.</li> </ul>	
<b>Gumati Nuswapada “Mencintai Nusantara” – Kebaya Menari</b> Liaison Officer (LO)	Jakarta, DKI Jakarta Jun 2023
<ul style="list-style-type: none"> <li>Manage dancers and performers, ensure timeline, and smooth event execution.</li> </ul>	
<b>Zoo Day with Kawan Asuh 2022 - Berbagi Rasa</b> Event Management	Jakarta, DKI Jakarta Sep – Nov 2022
<ul style="list-style-type: none"> <li>Manage collaboration with cross-functional teams, including brand &amp; creative, finance, logistics, and partnership division, to coordinate the execution of the event.</li> </ul>	
<b>Indonesia Makin Cakap Digital (IMCD) 2022 - Eureka Edutech</b> Liaison Officer - Community / Corp	Jakarta, DKI Jakarta Aug 2022
<ul style="list-style-type: none"> <li>Manage guests from invited communities and corporations, addressing questions, and facilitating smooth operations and minimizing potential conflicts; Won best volunteer for Liaison Officer.</li> </ul>	
<b>MARI BERBAGI SENI</b> Teaching Assistant	Online Aug 2021 – Sep 2021
<ul style="list-style-type: none"> <li>Assisted teachers in conducting online art classes for school children (junior to high school students) affected by COVID-19 and in isolation. Facilitated and led sessions with 20–30 students per class, contributing to over 5 successful sessions.</li> </ul>	
<b>Flashmob 2000 Penari Tradisional Tunjukkan IndonesiaMu - Belantara Budaya Indonesia</b> Head of Community Liaison Officer (LO)	Jakarta, DKI Jakarta Aug 2019
<b>Global Empowerment Steps</b> Staff – Environment Division	Jakarta, DKI Jakarta May 2019
<ul style="list-style-type: none"> <li>Taught children and adults waste management techniques and how to transform waste into practical, reusable items.</li> </ul>	

## EDUCATION

<b>UNIVERSITAS GADJAH MADA</b> Bachelor of Science, Chemistry	Sleman, DI Yogyakarta
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## ACADEMIC ACTIVITIES

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### **Model United Nations (MUN) - Global Goals Sustainable Development**

Malaysia Indonesian Delegate

Kuala Lumpur

Apr 2018

### **International Certification Indonesia - Japan Development Culture Exchange**

Japan Indonesian Participant

Tokyo

Feb 2018

### **International Conference on Chemistry and Material Sciences (ICMS)**

Participant

Malang, East Java

Nov 2017

## ADDITIONAL

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**Certifications & Training:** Quality System Management (Understanding and Implementing ISO 9001: 2015); Document Preparation ISO 22000: 2018; Understanding and Theory of Preparation Document ISO 22000: 2018;

**Interests:** Project Management, Project Manager, Project Coordinator, Community Development, Product Management, Research and Development, Event Management, Sustainable Development, Environmental issue