

# Muhammad Saif Alhakim

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Bekasi, West Java

## SUMMARY

A focused result-oriented person with two years of experience in organizational leadership, specializing in **community events, marketing, and creative writing**. Actively involved in several projects and organizations, leading to significant improvements in management skills and strategic thinking. Passionate about arts and culture, human rights, and the creative industry, seeking opportunities for growth and new challenges.

## EDUCATION

### Universitas Indonesia

English Studies / GPA: 3.60

Depok, Indonesia

2022 - present

- Activities and Societies: UI Film Festival, Sinematografi UI, Layar Kampus UI.

## WORK EXPERIENCES

### UI Film Festival 2024

Depok, Indonesia

Festival Manager

Jan 2024 - Dec 2024

- Managed End-to-End Execution:** Oversaw all aspects of the festival, including logistics, programming, marketing, and on-ground operations, guaranteeing a smooth process.
- Led a 90+ Member Team:** Coordinated a large, cross-functional team, delegating responsibilities and enabling collaboration across departments.
- Curated & Programmed Festival Lineup:** Organized a 3-day festival featuring 20+ short films, 1 feature film, 2 workshops, and 1 theater performance.
- Developed Strategic Partnerships:** Collaborated with Jakarta Film Week & Indonesian Film Festival New York for a special screening program, gaining an extensive festival reputation.
- Secured Sponsorships & Media Coverage:** Established partnerships with sponsors and media outlets, increasing audience reach and industry recognition.

### Layar Kampus UI

Depok, Indonesia

Media Coordinator

Nov 2023 - Jan 2024

- Handled Social Media & Marketing:** Managed platforms and executed campaigns, boosting event awareness and audience engagement. Successfully secured 78 film submissions from across Indonesia, surpassing the initial target of 20, demonstrating strong outreach and engagement.
- Established Media Partnerships:** Collaborated with WatchmenID, CinefoxxID, and other media outlets, improving event visibility and industry presence.

## ORGANIZATIONAL EXPERIENCE

### Sinematografi UI

Depok, Indonesia

Head of Film Appreciation and Criticism

Dec 2022 - Dec 2024

- Led and Mentored a Creative Team:** Supervised and guided a team, producing 45+ engaging film reviews and articles for Sinematografi UI's social media platforms.
- Revitalized the Layar Kampus Program:** Initiated a renewed four-time film screening event, attracting 200+ attendees and fostering campus-wide film appreciation.

## SKILLS

**Tools:** Microsoft Office (Word, Excel, PowerPoint), Canva.

**Hard Skill:** Project Management, Community Engagement, Event Management, Event Planning, Creative Writing.

**Soft Skill:** Leadership, Negotiation, Creative Thinking.

**Language:** Indonesian (Native), English (Advanced).

## ACHIEVEMENTS AND COURSES

### LBI FIB UI | Oct 2022

UI's English Proficiency Test Online, Link: [bit.ly/Saif\\_CertificationEPT](https://bit.ly/Saif_CertificationEPT)

### ClarityEnglish | Dec 2022

Clear Pronunciation 2, Link: <https://bit.ly/CP2Saif>