

## **Davin Akira Gustin**

+6281292805396 | [akiradavin@gmail.com](mailto:akiradavin@gmail.com) | <https://www.linkedin.com/in/davin-akira-311182186/> |

Dutch Literature Student - Universitas Indonesia

### **EXECUTIVE SUMMARY**

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A hardworking individual who is not afraid to get their hands dirty and is always eager to be part of a dynamic team and has a profound appeal in the project planning industry. I have developed my administration skill, team organizing, problem solving, and people management by participating in internships, organization and events. These capabilities are mobilized in my role as Vice Head of People Development IKSEDA FIB UI and as an Intern at Arsip Nasional Republik Indonesia.

**Interest: Human Resources, People and Culture, Event Organizer, Project Planning, Data Entry**

### **EDUCATION**

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#### **SMAN 42 Jakarta**

(2017 - 2020)

- Average Score 89.93

#### **Universitas Indonesia**

(2021 - Present)

- Undergraduate in Dutch Literature

### **PROFESSIONAL EXPERIENCE**

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#### **Arsip Nasional Republik Indonesia**

##### **Assistant Archivist**

(February - June 2024)

- Preserved old records of deceased people living in Indonesia in the year 1860 - 1925
- Identified old documents and finding the required information for accessibility (i.e.g nationalities, documented dates from first to last, names)
- managed historical documents and records, ensuring their accessibility so they can be further digitized for research and reference purposes

### **PROJECT / VOLUNTEER EXPERIENCE**

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#### **The 18th ASEAN and 8th ASEAN+3 Youth Cultural Forum**

##### **Head of Logistics**

(May 2023)

- Oversee the execution of the event, ensuring all logistical aspects run smoothly and according to plan
- Conducted a daily evaluation to assess the effectiveness of the logistics plan and identify areas for improvement

#### **UI Scholarship Day 2024**

##### **Liaison Officer**

(October 2024)

- Assisted guests in setting up presentations and engaging effectively with attendees, ensuring their participation was impactful and stress-free.
- Acted as the primary point of contact for guests, addressing inquiries, conveying key updates, and coordinating their needs with the event organizers.

## **Nederland Festival FIB UI**

### **Logistics Staff**

(October - December 2022)

- Worked closely with the logistics team to ensure smooth operations of the festival. Participate in team meetings and contribute to planning and decision-making processes
- Identified potential logistical issues and work with the team to develop and implement solutions

## **ORGANIZATION EXPERIENCES**

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### **IKSEDA FIB UI**

#### **Vice Head of People Development**

(February - December 2024)

- Designed and implemented programs to familiarize new members with the organization's values, mission, and activities, fostering a sense of belonging.
- Worked closely with other divisions to align people development strategies with organizational goals, ensuring cohesive and effective operations.
- Organized training sessions, and team-building activities aimed at enhancing members' skills, both professionally and personally.

### **IKSEDA FIB UI**

#### **Secretarial Staff**

(February - December 2023)

- Prepare documents such as reports and letters. Maintain a well-organized filing system for easy document retrieval
- Accurately input data into relevant databases and systems, ensuring all information is up-to-date and accurate for every division that was assigned to

## **ADDITIONAL INFORMATION**

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- **Skills:** Administration, Data entry, People managing, Leadership, Problem solving
- **Softwares:** Microsoft Office, Google Suites, Canva, Capcut
- **Languages:** Fluent in Bahasa, intermediate in English, NT2 level in Dutch