



Windy Kusumawati

Date of birth: 30/04/1991 | **Nationality:** Indonesian | **Gender:** Female | **Phone number:**

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WORK EXPERIENCE

GIZ FOREST AND CLIMATE CHANGE PROGRAMME – INDONESIA

ADMINISTRATIVE SPECIALIST – 01/06/2022 – 30/06/2025

- Oversee administrative processes, with a focus on procurement and event coordination
- Streamline operations, communication, and information flow among project teams, stakeholders, and related projects
- Support the Project Manager and technical team in organizing and executing project activities and events
- Facilitate stakeholder engagement and assist in project implementation
- Coordinate logistics for events and travel
- Manage procurement of goods and services
- Organize and maintain documentation in reference files and data management systems
- Maintain the project office, ensuring availability of necessary equipment and supplies
- Support financial agreement administration, including audits and financial report reviews

GIZ SECTOR PROGRAMME SPORT FOR DEVELOPMENT AND GREEN INFRASTRUCTURE DEVELOPMENT – INDONESIA

JUNIOR ADMINISTRATIVE AND COMMUNICATION PROFESSIONAL – 15/11/2020 – 31/05/2022

Current Sport for Development task (80%)

Green Infrastructure Development task (20%):

- Update project information materials and milestone documentation
- Edit and translate project-related content
- Coordinate logistics for events and meetings
- Manage updates on GIZ Indonesia's Facebook and Twitter accounts
- Assist the Communications Unit with editing, translation, and other assigned tasks

GIZ SECTOR PROGRAMME SPORT FOR DEVELOPMENT – INDONESIA

JUNIOR ADMINISTRATIVE PROFESSIONAL – 02/01/2019 – 15/11/2020

- Manage administrative and logistical processes for the S4D project secretariat
- Facilitate effective communication and information flow across project teams, local counterparts, GIZ office, and the sector programme in Germany
- Serve as communication focal point
- Oversee project security and risk coordination

GIZ (DEUTSCHE GESELLSCHAFT FÜR INTERNATIONALE ZUSAMMENARBEIT, GMBH) – INDONESIA

HUMAN RESOURCES ADMIN ASSISTANT – 01/01/2017 – 01/01/2019

- Performed Internal Service function (General Affair)
- Delivered clerical and administrative support to HR Professional

GIZ (DEUTSCHE GESELLSCHAFT FÜR INTERNATIONALE ZUSAMMENARBEIT, GMBH) – INDONESIA

RECEPTIONIST – 22/12/2014 – 31/12/2016

- Operated daily receptionist and telephone services, ensuring smooth communication flow
- Courtesy and assisted visitors, including VIP guests, with professionalism
- Performed clerical duties to support efficient office administration

 **IBIS ARCADIA JAKARTA** – INDONESIA

SALES COORDINATOR – 16/04/2014 – 20/12/2014

- Gained new accounts while maintaining and prospecting established accounts in the segment of responsibility (Corporate, NGO, Travel Agent)
- Promoted the hotel to achieve optimal sales

 **HOTEL NEO MELAWAI JAKARTA** – INDONESIA

GUEST SERVICE AGENT – 01/02/2013 – 05/04/2014

- Provided good impression as heart of the hotel through proper telephone services and an organized waiting area
- Performed smooth check-in and check out guest
- Maintain customer satisfaction

 **THE AKMANI HOTEL JAKARTA** – INDONESIA

FB CASHIER – 01/01/2012 – 18/01/2013

- Responsible on payment transaction in : 2 Lounges, 1 Restaurant, Room Service outlet, Banquet, and Spa.

 **THE AKMANI HOTEL JAKARTA** – INDONESIA

FB WAITRESS – 15/07/2010 – 31/12/2011

- Responsible for Restaurant, Room Service, and seconded for Banquet departement.

● **EDUCATION AND TRAINING**

20/09/2020 – 22/04/2024 Indonesia

BACHELOR OF ECONOMICS Sekolah Tinggi Ekonomi dan Bisnis Islam Tanggamus

Jakarta, Indonesia

PUBLIC SPEAKING COURSE John Robert Powers

Website <https://www.johnrobertpowers.co.id/>

E-LEARNING COMPLIANCE BASIC MODULE (2021) GIZ

DATA PROTECTION TRAINING (2020) GIZ

CODE OF CONDUCT TRAINING (2019) GIZ

UNDERSTANDING FINANCE AND ADMINISTRATION IN GIZ PROJECTS TRAINING (2019) AIZ Bangkok

BASIC HR MANAGEMENT (2017) Training HRD Forum

THE IMPORTANCE OF ENSURING BETTER COMPLIANCE AND INTEGRITY SYSTEMS TO JOINTLY IMPROVE THE QUALITY OF OUR WORK TRAINING (2017) GIZ Office Jakarta

THE 5 CHOICES TO EXTRAORDINARY PRODUCTIVITY TRAINING (2016) Franklin Covey

CONTRACTING AND PROCUREMENT TRAINING (2015) GIZ Office Jakarta

● **LANGUAGE SKILLS**

Mother tongue(s): **INDONESIAN**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	B2	C1	B2	C1	B2
GERMAN	A2	A2	A2	A2	A2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

SKILLS

microsoft 365 | Microsoft Share Point | Microsoft Teams | Microsoft Excel | Microsoft Word | Microsoft Powerpoint | Google Drive | Adobe Photoshope | Outlook | Social Media (incl. SEO/SEM, Web Analytics) | UX/UI | Digital Marketing | Google Docs

Communication and Interpersonal Skills

Good Communication | Team Working | Conflict Resolution and Negotiation Skills | Creative Writing | Empathy and emotional intelligence | Problem solving and decision-making | Collaboration, Negotiation and Persuasion

Hard Skills

Working on SAP and Business Intelligence accounting software | WINPACCS Accounting System | Digital Marketing tools | Editing and proofreading

RECOMMENDATIONS

Christine Mialkas

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