



DIAN ADRIANI DAVID

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Professional Summary

Business operations professional with 8+ years of experience supporting business growth through project coordination, operational management, stakeholder engagement, and entrepreneurship development programs. Highly organized, detail-oriented, and experienced in working across government, corporate, and SME ecosystems. Passionate about creating structured systems that improve execution and decision-making.

Skills

Core Competencies:

- Executive Support
- Calendar & Project Management
- Business Operations
- Stakeholder Coordination
- Research & Analysis
- Meeting Coordination
- Public Speaking & Training
- SOP Development

Tools:

- Google Workspace
- Trello
- Canva
- Microsoft Office

Certifications

Certified MSME Support Specialist
(Cooperatives & MSMEs Scheme)
National Professional Certification Board
(BNSP), Indonesia
Year: 2024

Education

Institut Teknologi Bandung

Master of Business Administration
3.82 Cumulative GPA on a 4.0 scale)

Professional Experience

Operational Manager | Workspace 53 | PT. Sarana Cipta Inovasi

2017 – present

- Led operations of two coworking branches (112 total capacity), achieving peak 80% occupancy pre-pandemic.
- Managed a 5-person team and supervised partnerships with government and private institutions.
- Initiated post-COVID business pivot by launching a coffee shop unit from idle space, reaching break-even within 1.5 years.

Operational Manager | Bagi Kopi (Branch) | PT. Kubika Sejahtera Indonesia

2020 - present

- Managed daily operations of two partnership branches within a 30+ branch national network, supervising 8 staff members.
- Maintained average monthly revenue of IDR 172M, with peak revenue reaching IDR 217M.
- Drove nearly 100% month-to-month revenue growth through extended operating hours and targeted micro-influencer campaign.

Consulting & Research Experience

Assistant Researcher (Project-based) | CSR Village Development Project | PT. Inovasi Sosial Indonesia

2024 – 2025

- Conducted multi-week field research to assess village potential (natural resources, commodities, human capital) in designated CSR areas.
- Led stakeholder engagement through interviews with village leaders, community members, and focus group discussions (FGDs) to identify socio-economic conditions and development readiness.
- Developed 1-year program recommendations for CSR funding execution and provided advisory support for stakeholder validation prior to implementation.

Assessor | CSR Assessment Project | PT. Inovasi Sosial Indonesia

2018

- Co-developed feasibility assessment tools for MSME loan evaluation under CSR program.
- Conducted field assessments of ~100 MSMEs across Jabodetabek and Banten within two months.
- Delivered financial and operational viability analysis and presented funding recommendations to CSR stakeholders.

Mentoring Experience

Mentor & Assessor | MSME Development Programs | PT. Sarana Cipta Inovasi

2019 - present (project based)

- Mentored 30+ MSMEs in operational structuring and business system development.
- Conducted proposal screening and program evaluation for government and corporate entrepreneurship initiatives.
- Contributed to funding approval of MSMEs, including one securing ~IDR 300M in capital support.

Mentor | KelasPKM

2022-2024

- Mentored 5–6 student teams per semester over four semesters in developing fundable entrepreneurship proposals.
- Guided business ideation, market strategy, financial projection, and proposal structuring aligned with national funding criteria.
- Supported students in strengthening business feasibility and innovation positioning for competitive grant submission.

How I Work

Who I Am

I enjoy bringing structure to complex work. My experience spans business operations, project coordination, and entrepreneurship development, where I help teams move from ideas to execution. I work best in environments that value organization, thoughtful planning, and continuous improvement.

My Working Principles

- I believe clarity reduces unnecessary follow-up
- I document decisions whenever possible
- I prefer proactive planning over reactive problem-solving
- I enjoy breaking complex projects into manageable tasks
- I value calm communication, even under pressure

How I Organize Projects

Goal ↓ Break into milestones ↓ Assign PIC ↓ Timeline ↓ Weekly Review ↓ Execution ↓ Evaluation

How I Communicate

When supporting a project, I usually communicate through:

- concise meeting notes
- action lists
- progress updates
- documented decisions
- clear deadlines

My Approach to Work

Understand the Context ↓ Observe ↓ Ask ↓ Organize ↓ Execute ↓ Reflect & Improve

I prefer understanding the bigger picture before taking action. By organizing information into a clear plan, I can execute efficiently and continuously improve the process.