

RUDY GUNAWAN

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Sidoarjo, East Java

PROFESSIONAL SUMMARY

Fresh graduate of Psychology from Ciputra University with a strong foundation in Human Resources, bolstered by multiple internships and leadership roles in student organizations. Demonstrated expertise in recruitment, HR administration, and psychological assessments, coupled with a track record of improving processes and team management. Skilled in leveraging technology to enhance HR efficiency, with a particular focus on talent acquisition and employee relations. Committed to driving organizational success through effective HR practices and ready to contribute to a dynamic HR team.

COMPETENCIES

Non-Technical: Individual communication, teamwork, leadership, pro-activeness, critical thinking, adaptability, continual learning

Technical: Recruitment, problem solving, HR reporting, analytical and data-driven thinking, psychological test administration (DISC, Baum, Kraepelin, DAP, Wartegg, CFIT), talent management

Languages: Bahasa Indonesia (mother tongue); English (EPT - Independent User 'B2')

EDUCATION

Universitas Ciputra School of Psychology – Surabaya, Indonesia **July 2020 – July 2024**
Bachelor Degree of Psychology, 3.73 / 4.00

Eduwork.id – Surabaya, Indonesia **July 2024 – August 2024**
Human Resources & Talent Acquisition Bootcamp

Edspert.id – Surabaya, Indonesia **August 2024 – September 2024**
Talent Acquisition Bootcamp

PROFESSIONAL EXPERIENCE

Universitas Ciputra – Surabaya, Indonesia **February 2024 – April 2024**
Human Capital Management Internship

- Responsible for managing the administration of the development of proposals for academic promotion of 29 lecturers
- Performed certification administration for 13 lecturers
- Developed employee relations to improve the efficiency of managing the administration of certification and academic promotion applications

PT. Talenta Sinergi Group – Yogyakarta, Indonesia **September 2023 – December 2023**
Vice Head Mentor Quality Internship

- Successfully recruited 310 mentors and affiliators in 1 month
- Optimizing the onboarding and offboarding process of team members for 2 months
- Maintaining relationships with 700+ employees who are mentors and affiliates in the company
- Preparing weekly recruitment reports and providing hiring recommendations for the team
- Planning and developing an end-to-end recruitment strategy that increased team performance by 10% in 2 months
- Managing and overseeing the confidentiality of the administrative data of affiliated affiliates and mentors

Dinas Psikologi TNI Angkatan Laut – Sidoarjo, Indonesia **August 2023 – December 2023**
Psychologist Assistant and Assessor Internship

- Implementing the assessment and scoring process of 103 cadet and non-commissioned officer candidates
- Organizing the psychological assessment of 30 Navy personnel who are candidates for special forces in the 3T region
- Developed the productivity and entrepreneurship training for 155 retired Navy personnel in 2 months
- Implement technology to increase the efficiency of labor administration work for Navy personnel by 50% in two months
- Evaluating and developing training strategies in line with agency needs
- Facilitating and managing correspondence, archiving documents, and providing office stationery

Universitas Ciputra – Surabaya, Indonesia

March 2023 – June 2023

Human Capital Management Internship

- In charge of managing the administration of the development of proposals for academic promotion of 10 lecturers
- Implement the certification administration of 53 lecturers
- Maintaining employee relations to improve the efficiency of managing the administration of certification and academic promotion applications

ORGANIZATIONAL EXPERIENCE

BEM Fakultas Psikologi Universitas Ciputra – Surabaya, Indonesia

July 2022 – June 2023

Main Secretary

- Implemented the recruitment process of 22+ freelance organizers in accordance with departmental criteria.
- Evaluated the performance of 50 freelance organizers and 35 organizers to determine the awarding of credit points
- Designed an effective performance appraisal system to award credit points in accordance with the performance of organizational members
- Created and processed attendance reports, correspondence, minutes, and organizational administrative data
- Building harmonious relationships with fellow organizers and with the organization's freelance committee
- Monitor the realization of the organization's work program so that 11 work programs can be realized in accordance with the planned timeline

BEM Fakultas Psikologi Universitas Ciputra – Surabaya, Indonesia

June 2021 – May 2022

Main Secretary

- Succeeded in improving the efficiency of recruitment of 30+ organizational freelance committees through the implementation of scorecard
- Evaluated effectiveness of work program implementation and ensured administrative needs were met
- Managed attendance, recapitulation of attendance, and took minutes of every meeting.
- Improved the efficiency of the organization's administrative processes resulting in the organization being awarded as the best-administered organization in the university
- Processed attendance reports, legal correspondence, work contracts with external parties, and organizational administrative data

CERTIFICATION

Talent Acquisition – Edpsert.id

September 2024

Certificate approved by Kementerian Ketenagakerjaan Republik Indonesia

English Proficiency Test – ClarityEnglish

May 2024

CEFR Level: Independent User (B2)

Certified Human Resources Supervisor (CHCS) – Badan Nasional

March 2024

Sertifikasi Profesi (BNSP)

AWARDS

- (2020 - 2024) Achievement Scholarship Ciputra University Surabaya
- (2022) Most Active Psychology Student Executive Board Member