

Maulina Dwi Prameswari



👤 085966394939 | ✉ mdprameswari@gmail.com | [in linkedin.com/in/maulina-dwi-prameswari/](https://www.linkedin.com/in/maulina-dwi-prameswari/) | Tangerang City, Indonesia

ABOUT ME

I am a graduate of Psychology from Pembangunan Jaya University who has a hard-working, sociable, meticulous, responsible, and disciplined personality. I have high enthusiasm for career interests in human resources, human capital, administration, and other related fields. I am ready to have a career and contribute to the fields of human resources, administration, and the like. In addition, I also want to learn to overcome challenges with high commitment and want to have a growth mindset.

EDUCATION

Pembangunan Jaya University

South Tangerang, Indonesia

Bachelor Degree (S1) Psychology

August 2018 – July 2024

WORK EXPERIENCES

ARYADUTA Hotel Group

Human Resources - Intern

Tangerang, Indonesia

August 2024 - Now

- Assisting in the recruitment process for Aryaduta Hotel and Leisure employees
- Assist in designing and updating job descriptions
- Scheduling and confirming interviews with candidates
- Screening CVs and resumes for qualified candidates via LinkedIn
- Post, update, and remove job ads from job boards on LinkedIn
- Conduct training for new employees
- Interview candidates

PT. Dapoerdongeng Noesantara

Marketing Communication Officer - Contract

South Tangerang, Indonesia

July 2023 – June 2024

- Distribute 8++ posts in one month of content related to education and the implementation of SMASHED Indonesia on SMASHED Indonesia Instagram.
- Design a monthly calendar for SMASHED Indonesia Instagram content such as content themes and content upload dates.
Determine the visualization of Instagram content by collaborating with the design team.

Facilitator - Freelance

Providing SMASHED Indonesia program training materials to 100++ partner school students.

July – October 2023

School Partnership Coordinator - Contract

- Verify, recheck, and match school databases that meet SMASHED Indonesia criteria.
- Provide opportunities for prospective school partners by conducting persuasion and negotiation activities to partner with SMASHED Indonesia.
- Record and document the results of discussions with prospective school partners.

May – June 2023

- Maintain good relations with school partners and prospective school partners by communicating with school representatives, both before and after the implementation of SMASHED Indonesia.
- Report the results and progress of the process of connecting prospective school partners during weekly meetings orally or in writing to the project manager.

Research and Development - Internship

September – December 2021

- Manage and identify partner database in JABODETABEK.
- Prepare cover letter for education office partners related to the implementation of interactive education program activities for life skills for junior high school students in Indonesia.

Marketing and Communication - Internship

June – September 2021

- Contact, verify, review, and consult on the database of educational institutions and governments.
- Present the program to potential partners to support the SMASHED Indonesia program.
- Design a study of SMASHED Online Indonesia social media content.

Hi Jakarta Production

South Jakarta, DKI Jakarta

Logistik Team (Custom) – Project Based

October 2022 – April 2023

- Manage the costumes of the Kandita Musical actors.
- Arrange funds for the purchase of costumes for the Kandita Musical players.

Pembangunan Jaya University

South Tangerang, Indonesia

Social Media Team - Internship

September – December 2020

- Support all the latest posts on social media instagram @upj_bintaro
- Promote 40++ instagram posts @upj_bintaro via direct messages to more than 100 people.

ORGANIZATION

Himpunan Mahasiswa Psikologi UPJ “Psiverby”

South Tangerang, Indonesia

Member Entrepreneurship Division

August 2019 – May 2020

- Develop and run everything related to the association's entrepreneurship.
- Find sources of income and manage funds for the association.

VOLUNTEER EXPERIENCES

- **Volunteer Event “The addams Family Musical” by Arendi Production** Jakarta, Indonesia
Usher Division January 2024
- **Volunteer Event “STRDC Recital Uncountable Vol. 3” by STRDC Studio** Jakarta, Indonesia
Usher Division December 2023
- **Volunteer Event “Musikal Kapan Resign? – After Work” by Jaksical** Jakarta, Indonesia
Props Master December 2023
- **Volunteer Event Festival Musikal Indonesia 2023** Jakarta, Indonesia
Usher Division October 2023
- **Volunteer Event “Musikal Kapan Resign?” by Jaksical** Jakarta, Indonesia
Member of Property Master Division June – October 2023
- **Volunteer Event “Junior Musical Wonderland: The Chocolate Factory” by Hi Jakarta Production** Jakarta, Indonesia

- Usher Division*
• **Volunteer Event “Ken Dedes” by Eki Dance Company**
Usher Division
- **Volunteer Mental Health by Lingkar Psikologi**
Social Media Team

July 2023
Jakarta, Indonesia
March 2023
Jakarta, Indonesia
September - October 2020

SKILLS

Hardskills: MS. Office (Word, Excel, Powerpoint), Google Workspace, Canva

Softskills: teamwork, attention to detail, disciplined, adaptable

PUBLICATION

Research Gate

- Article writer of “Apakah Perencanaan dan Pengembangan Karir Bagi Karyawan Itu Penting?” December 2021
- Article writer of “Mimpi Buruk yang Dialami Oleh Anak” March 2019

Kementerian Hukum dan Hak Asasi Manusia

Copyright Owner of Titled Poster “TECNUM: VERTICAL GARDEN” May 2019

