

# ESA MELATI RAHMI SEMARISAH

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Jl.Salam Raya No.8, Kebon Jeruk, Jakarta Barat

I'm graduated from Bachelor of Psychology Industry and Organization, a dedicated professional experience Recruitment Consultant and Recruitment internal for all position. Throughout my career, I have consistently leveraged my skills in Interviewing, Sourcing, and interpersonal communication skills, and hiring top talent.

## Work Experiences

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### Talent Insider - Jakarta, Indonesia

Jun 2024 - Sep 2024

#### Recruitment Consultant Internship

- Identify client recruitment needs and develop effective sourcing strategies.
- Source and attract candidates through various channels (social media, job portals, professional networks, etc.).
- Conduct initial interviews and assessments to ensure alignment with the position and the client's company culture.
- Prepare reports and recommendations for clients regarding selected candidates.
- Maintain strong relationships with clients and candidates throughout the recruitment process.

### KECILIN.ID - Jakarta, Indonesia

Mar 2024 - Jun 2024

#### HR Recruitment Freelance

- Handling the end-to-end recruitment process from screening until offering for internal hiring
- Posting job vacancies in job platforms (Glints, Indeed, Dealls, LinkedIn)
- Create qualifications and job descriptions in job platforms
- Screening 100+ resumes per day from job platforms
- Approach and conduct preliminary interview to personality and negotiation salary requirements from junior until manager level in IT Position
- Create and participate a schedule for interviews with user
- Maintain candidate database

### PT Pemindo Mitra Sinergi - West Jakarta

Nov 2023 - Feb 2024

#### Human Resource Recruitment Internship

- Handling the end-to-end recruitment process to meet the needs of potential employees.
- Posting job vacancies in job platforms (Glints, Indeed, Loker.id, Kitalulus, KUPU, Jobstreet, LinkedIn)
- Create qualifications and job descriptions in job platforms
- Screening 100+ resumes per day from job platforms
- Approach and invite potential candidates via WhatsApp to take the process to the next step
- Interview potential candidate from junior until senior level and give recommendation to user
- Provide psychological tests (DISC)
- Focus on recruitment, such as data input, personal information updates, candidate database maintenance, and records archiving.

### MNC Animation (MNC Tbk.) - West Jakarta

Sep 2022 - Jan 2023

#### Human Resource Recruitment Internship

- Handling the end-to-end recruitment process to meet the needs of potential employees.
- Approaching candidates through job networking websites or job platforms.
- Posting job vacancies (LinkedIn)
- Screening 100+ resumes per week from job platforms.
- Interview potential candidate from junior until senior level and give recommendation to user
- Collect all datas candidate and create recruitment report progress

## Education Level

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**Universitas Bina Nusantara - Kemanggisan, West Jakarta**  
*Bachelor Degree in Psychology*

Sep 2019 - Nov 2023

## Organisational Experience

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**PSYMATCH - Jakarta, Indonesia**  
*Staff Event*

Jun 2021 - Jan 2022

- Create concepts, content ideas, and organize events.
- Make a rundown and breakdown.
- Create access to registration and collection of works and their conditions.
- Create an assessment rubric.

**Bright Soul.Co - Jakarta, Indonesia**  
*Volunteer Promotor*

Aug 2021

- Contribute to influence in social media for the importance of mental health especially in teenagers.
- Take part in a series of webinar events organized and
- Learn many things continuously with psychology from all aspects.