



# AMANDA EFRILIA LESTARI

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Jl.H.Dulwanih no.142 Rt04/04 Bedahan Kec. Sawangan Kota Depok 16519

I am freshgraduate psychology at Gunadarma University. I have almost 3 years of internship experience in Human Resources, where I have developed the ability to adapt to new work environments and tasks. I also have an interest to learn and develop my knowledge in Human Resources, with a commitment to contribute positively in a dynamic work environment.

## Work Experiences

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### PT Harmony Land Group - Depok, Jawa Barat

Jun 2021 - Sep 2022

#### Human Resources Intern

- (Human Resources Generalist)
- Support in 10 position for recruitment processes, including job posting, sourcing, screening, and psychological testing
- (Human Resources at Mitra Mugi Institute)
- Recruited 50+ property consultant in 2021/2022
- (People and Culture Development)
- Support in 5 position for the preparation of competency matrices and training plans based on their needs

### PT Metra-Net - Jakarta Selatan, DKI Jakarta

Nov 2022 - Apr 2023

#### Human Capital Intern

- (HR Admin)
- Assisting in checking and preparing 10+ letters in email everyday related to employee correspondence needs such as permanent employee work certificates, visa letters and etc
- (Operation System)
- Assisting in updating employee data (new entry, exit, further contracts) in certain spreadsheets and HRIS applications (using TALENTA), making payslips and submitting employee bpjs

### PT Indo Tambangraya Megah, Tbk - Jakarta Selatan, DKI Jakarta

Nov 2023 - Sep 2024

#### Talent Acquisition Intern

- (Talent Acquisition)
- Support in 10+ position for recruitment processes, including job posting, sourcing, inform candidate by email, short interview, input culture fit assesment, etc
- (Database Administration)
- Support in database administrative of 100+ medical employee, including invoice, reimbursement, input to HRIS database (using WORKPLAZE), etc

## Education Level

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### Universitas Gunadarma - Depok, Jawa Barat

Sep 2020 - Aug 2024

#### Bachelor Degree in Psychology, 3.74/4.00

### Universitas Gunadarma - Depok, Jawa Barat

Feb 2021 - Jun 2024

#### Certificate in Psychology

- Basic Communication, Presentation and Computer Operating Skills
- Etiquette and Assertive Behavior
- Preparing and Managing Job Descriptions, Standard Operating Procedures for HRM and Individual Work Indicators
- Arranging Learning and Development Needs and Organizational Structure Charts
- Occupational Health Principles to Control Occupational Health and Safety (OHS) Risks
- Recruitment and Selection Process
- Manage Selection Result Recommendations, Job Offers and Job Orientation Programs
- Human Resources Recruitment and Selection Senior Analyst

## Organizational Experiences

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### BEMF Psikologi Universitas Gunadarma - Depok, Jawa Barat

Oct 2021 - Sep 2022

#### Social Media Staff

- Collaborate with the social media team in designing content creation (feeds, captions, stories etc.) and posting publications (Instagram, Facebook, Youtube etc.) for all social media faculties of Psychology, Gunadarma University 2021/2020
- Responsible of podcast POPSCYLE 2021/2022 (idea, script, voice, edit, upload, and share)

**Pesta Bebas Berselancar - Bogor, Jawa Barat**

May 2023 - Jul 2023

*Usher Sponsorship*

- Responsible for the sponsor team until the end of the event. Provide directions, instructions, assistance and answer any questions from the sponsor team regarding the event and sponsor needs, also make a comfortable and friendly vibes during the event and ensure that everything is in accordance with the initial agreement
- Sponsorship (Kapal Api, Crystalline, Indomaret, Bon Cabe, etc)

**Pesta Bebas Berselancar - Bogor, Jawa Barat**

May 2024 - Jul 2024

*Information & Merchandise Staff*

- Provide Information and answer general questions to Visitors regarding the event, also handle complaints or problems from visitors quickly and professionally
- Responsible for the sale of official festival goods, assisting visitors in selecting and purchasing merchandise according to their preferences

**Skills, Achievements & Other Experience**

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- **Skills:** (Soft Skill) Public Speaking, Responsive, Adaptif, Responsible, Cheerful
- **Experiences:** Announcer at UQI FM Radio, MC Art and Sport Competition Of Psychology Student (ASCOPS), MC Program Mitra Mugi Institute (MMI), Moderator in webinar "The Other Side Of Business", Moderator Live Instagram Psycholive "Toxic Productivity"