



Adi Reinaldo Putra Situmorang

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Education

UNIVERSITY OF SUMATERA UTARA
Bachelor of Psychology. GPA 3.37

Medan, North Sumatra
Dec. 2020

Experience

PT TRIPUTRA AGRO PERSADA GROUP TBK
Staff Recruitment (Contract-based job)

South Jakarta, Jakarta
Nov. 2023 – Oct. 2024

- Managing end-to-end recruitment process include create job advertisement, screening CV, psychological testing, interview, and medical checkup.
- Successfully recruited 150 employees in a year who were then placed in 24 estates and 18 mills and then achieved a fulfillment rate of 102%.
- Achieved a score of 92% in the annual KPI assessment including achievement of fulfillment rate, campus hiring and networking, excellent administration, success rate of TMTP passing the training period, and making one improvement.
- Establishing networks and collaborating with universities almost throughout Indonesia and carrying out campus hiring to fill the needs of management trainee employees.
- Make weekly, monthly, and quarterly reports and carry out recruitment administrations.

PT DARMEX PLANTATION
Staff Recruitment (Contract-based job)

Pekanbaru, Riau
Dec. 2021 – Oct. 2023

- Collaborated with department leaders to compile a consistent list of requirements.
- Performed recruitment process end-to-end such as create job advertisement, shortlisting potential candidates, conduct psychological assessment, invite candidates to join the interview.
- Assessed employees who will get promotions.
- Cooperated with assistant manager to handle HR-related administration documents.

PUSAT PELAYANAN PSIKOLOGI PADA MASYARAKAT
Psychological Tester (Internship and Freelancer/ Project-based job)

Medan, North Sumatra
Oct. 2019 – May 2021

- Coordinated the psychological testing for self-development, recruitment, or educational selection.
- Assisted the psychological tester when a project requires a psychologist or senior psychological tester to lead the psychological test. Successfully assisted the psychologist handled 500 psychological test participants once.
- Evaluated the participants' answers and reported the score to the admin.
- Guided the participants in the interview stage with psychologist if needed.

GUSTIRA CONSULTING
Psychological Tester Assistant (Contract)

Medan, North Sumatra
Mar. 2021 – Apr. 2021

- Assisted the psychological tester when a project requires a psychologist or senior psychological tester to lead the psychological test.
- Delivered the score to the admin after assessed the participants' answers. Succeed worked with the team in handled and assessed a total of 1000 psychological test participants.

HRC LAVANDA
Psychological Tester (Internship)

Medan, North Sumatra
Jun. 2019 – Aug. 2019

- Administered the psychological testing for educational selection.
- Corrected the test takers' answers and reported the score to the admin or psychologist. Pan out in handled and assessed a total of 600 psychological test participants in 2 weeks, evaluated the participants' answers and reported the score to the admin.



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Skills

- Hard Skills** : Psychological Tools (Advanced), Public Speaking (Advanced), Internet and Technology (Advanced), Microsoft Office (Word: Advanced | PowerPoint: Intermediate | Excel: Intermediate), Recruitment (Intermediate), Interview (Intermediate), Canva (Intermediate), Persuasion and Negotiation (Novice).
- Soft Skills** : Teamwork (Advanced), Analytical Thinking (Advanced), Attention to Detail (Advanced), Listening (Advanced), Observation (Advanced), Adaptability (Advanced), Leadership (Intermediate), Communication (Intermediate), Interpersonal (Intermediate), Time Management (Intermediate).
- Language** : English (Written: Intermediate | Oral: Novice).

Leadership

**PEMA PSIKOLOGI (STUDENT EXECUTIVE BOARD)
Chair of Education, Training, and Research Department**

Medan, North Sumatra
Dec. 2018 – Jan. 2020

- Oversaw all faculty events related to education, training, or research.
- Scheduled and spearhead the debate championship, national seminars, poster contest and scientific paper class for psychology students.

**NATIONAL SEMINAR PSYGENERATION 2.0
Committee Chairman**

Medan, North Sumatra
May 2019 – Nov. 2019

- Recruited and placed committee members based on their interests and abilities.
- Led committee meetings, managed all the divisions and planned weekly goals until the D-day.
- Collaborated with the vice dean of faculty, lecturers, also rector's bureau, and overcome the events. Successfully held the event which cost more than 164 million rupiahs and more than 600 participants from various regions joined the seminar.

**DEBATE CHAMPIONSHIP
Head of Event Division**

Medan, North Sumatra
Feb. 2019 – Mar. 2019

- Adapted the debate competition regulation.
- Listed the judges and participants.
- Organized the tasks for the team and time keeping the schedule.
- Composed the debate motions.

**PEMA PSIKOLOGI (STUDENT EXECUTIVE BOARD)
Communication and Information Department Staff**

Medan, North Sumatra
Sep. 2016 – Nov. 2017

- Managed faculty social media, wall magazine, and documented campus activities.

**NATIONAL SEMINAR PSYGENERATION
Event Division Staff**

Medan, North Sumatra
Nov. 2016 – Mar. 2017

- Introduced the "PsyGeneration" term to the committee.
- Conceptualized the event tag line, themes, and competition rules.
- Planned the judges, participants, and guest speakers.

Training & Seminars

**LAYOFFS IN ACCORDANCE WITH UU CIPTA KERJA & PP35 2021 (SS 119)
ManajemenSDM. Net**

Participant
Aug. 2021

**HR TRAINING & DEVELOPMENT DURING PANDEMIC (SS 118)
ManajemenSDM. Net**

Participant
Aug. 2021

**HR CERTIFICATION PREPARATION TRAINING
PT. Wahana Insan Prima**

Participant
Jul. 2021

**NEGOTIATION TECHNIQUE TRAINING
Skill Academy**

Participant
Mar. 2021



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Volunteering & Activities

MARS MARANATHA

Multimedia
Mar. 2019 –Nov. 2021

WRITING CAMP XIV NORTH SUMATRA
Mediaguru Indonesia

Committee
Jan. 2019

KKN KEBANGSAAN 2018 LAMPUNG
Ministry of Research, Technology, and Higher Education

Delegation
Jul. 2018 – Aug. 2018

SAMASABU WRITING TRAINING
Mediaguru Indonesia

Committee
Feb. 2018

GLOBAL MIGRATION FILM FESTIVAL MEDAN
International Organization for Migration

Committee
Dec. 2017