

SYAFATRI AULIA RIYANI

6282122723606 | syafariyani17@gmail.com | linkedin.com/syafatri-aulia-riyani

A psychology fresh graduate passionate about human resource and organizational development, especially in recruitment. Experienced as a talent acquisition or recruiter in many industry, such a financial services, retail, and information technology start up. Always looking for opportunities to learn, grow, and contribute.

Work Experiences

Mega Finance - Jakarta

Apr 2024

Recruitment Intern (Project)

- Collaborate with the recruitment team to hiring Management Trainee Program (mass hiring)
- Screening up to 70+ candidate's CV each day through Job Street
- Arrange user interview for Management Trainee Program
- Assist the LGD recruitment process as an observer
- Complete database candidates by Google Worksheet

PT Lancar Wiguna Sejahtera (Lawson Indonesia) - Yogyakarta

Aug 2023 - Dec 2023

Recruitment and Selection Specialist Intern

- Handled end-to-end recruitment process (sourcing, screening, scoring psychological test, HR interview, user interview, completing database)
- Source and screen potential candidates through job boards (Glints and Job Street), social media (Instagram and Telegram), and roadshow events
- Organize, conduct, and score psychological test (CFIT, DISC, MSDT, Arithmetic, Culture Test)
- Conduct interviews for Crew Store role with 100+ potential candidates each week and arranged user interview for MT Program and multiple office roles
- Day to day administration and records regarding to all recruitment process with Oracle HRIS

Orbit Jobs - Jakarta

Feb 2023 - Jun 2023

Talent Scout Intern

- Partnering with the Business Development team to understand client's hiring needs and develop job descriptions that accurately reflect the skills and qualifications required for each position
- Approached and acquired 50+ new potential candidates every week through the online platform such as LinkedIn, Orbit Jobs Database, and hiring post.
- Interviewing 4-5 potential candidates daily to find talents for our client
- Made summary and interview report for qualified candidates before delivering to clients

Education Level

Universitas Gadjah Mada - Yogyakarta

Sep 2020 - Aug 2024

Bachelor Degree in Psychology, 3.62/4.00

- Sub-coordinator of Co-fasilitator Division in PPSMB UGM 2022
- Staff of Human Resources and Organizational Development Bureau in Lembaga Mahasiswa Psikologi UGM

Organisational Experience

Lembaga Mahasiswa Psikologi UGM - Yogyakarta

Feb 2021 - Jan 2023

Senior Staff of Human Resources and Organizational Development Bureau

- LM of the Month in November 2022 and October 2021 from PSDMO bureau
- Designed and executed a recruitment process for new staff with a total of 101 registrants
- Designed and executed an online outbounds for 101 members with 14 members team
- Designed and executed an upgrading class for 98 members with 14 members team
- Executed performance appraisal for 15 staff every 2 months and designed monthly reports.

Skills

- **Hard Skills** (2023): Canva design, Ms. Office, Google Workspace, Recruiting, Behavioral Event Interview (BEI), Strategic Sourcing, Talent Mapping, Screening Resumes, Interviewing, HR Management and Organizational Development, Office administration, Event planning and management
- **Soft Skills** (2023): Communication, Interpersonal Skill, Problem Solving, Decision Making, Critical Thinking, Analitic Reasoning