



Naura Widyasari

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I am a recent graduate of Gunadarma University's psychology program who is enthusiastic and highly motivated, easy to learn new things, communicative, disciplined and able to work well with a team. I am familiar with organizational structure, recruitment process and staffing needs. Interested in **Recruitment & Selection, Employee Relations, Performance Management**

Skills

- Recruitment Strategies
- Communication, Interpersonal, and Decision-making Skills
- Teamworking Skill
- Microsoft Office
- Problem-solving

Experience

JUNE 2024

Organizational structure, SOP, and manpower training in human resource management recruitment and selection senior analysis training/ Gunadarma University

Professional Certification Institute

- Perform standard operating procedure (SOP) drafting
- Manage the process of formulating individual performance indicators
- Create an organizational structure chart
- Arrange the learning and development needs of human resources
- Conducting recruitment process
- Conducting selection process
- Make job offers to prospective workers
- Manage the job orientation program

September 2023 – March 2024

Intern Humas Media / Bawaslu RI

- Responsible for periodic monitoring of evidence of election period violations
- Responsible for the process of reporting daily mass media data related to elections
- Participation in coordinating participants in the course of national scale meeting events
- Participation in media counseling to Bawaslu Lampung province related to elections.
- Educate and voice information related to elections in the form of educational videos
- Participation in the socialization of the importance of elections with the community

January 2024

Job Analysis SHQA / Simulation of Position Analysis Activities in a Company

Job Analysis Course - Gunadarma University

- Conducting interviews with position holders with the aim of obtaining data about the position held to be analyzed accurately.
- Preparing the Organizational Structure of the position holder's company as a description of the level of the position
- Being a speaker in presenting the results of position analysis in front of the class in detail and systematically > managed to get satisfactory grades related to the task and was able to practice analytical skills and professionalism

May 2023- June 2023

Simple Counseling With Clients / Simulation of Counseling Activities with Clients
Counseling Psychology Course - Gunadarma University

- In charge of leading the course of counseling conducted together with friends who become clients by applying counseling techniques and methods appropriately and relevant to the intended goals.
- Conduct counseling with the specified duration by being a good listener of the client's problems > providing input and suggestions with a humanistic approach so that the client's goals are achieved
- Succeeded in getting satisfactory grades related to simple counseling assignments with clients by applying the learned counseling techniques and methods and being able to provide new insights to clients

OCTOBER 2022-JANUARY 2023

Interviewer on Interview Duty/ Data collection interview with the client
Psychodiagnostics course 3: interview - Gunadarma University

- Responsible for periodic monitoring of evidence of election period violations
- Responsible for the process of reporting daily mass media data related to elections
- Participate in coordinating participants in the course of national scale meeting events
- Educate and voice information to the public regarding electoral information

Training & Organizational Experience

JULY 6, 2024

Occupation of Recruitment and Selection Senior Analyst/ Indonesian Professional certification authority

JUNE 20 – JUNE 22, 2024

Human Resources Management Recruitment and Selection Senior Analysis Training / Gunadarma University Professional Certification Institute

DECEMBER 27 – DECEMBER 30, 2023

Training on Managing Selection Recommendations, Job Offers and Job Orientation Programs / Gunadarma University Professional Certification Institute

JUNE 19 – JUNE 24, 2023

Recruitment and Selection Process Training / Gunadarma University Professional Certification Institute

FEBRUARY 27 – MARCH 4, 2023

Training on Occupational Health Principles to Control Occupational Safety and Health Risks / Gunadarma University Professional Certification Institute

JUNE 20 - JUNE 25, 2022

Training on Developing Learning and Development Needs and Organizational Structure Chart / Gunadarma University Professional Certification Institute

FEBRUARY 21 - MARCH 4, 2022

Training on Drafting and Managing Position Descriptions, HRM Standard Operating Procedures and Individual Work Indicators / Gunadarma University Professional Certification Institute

AUGUST 16 - AUGUST 21, 2021

Etiquette and Assertive Behavior Training / Gunadarma University Professional Certification Institute

FEBRUARY 22 - FEBRUARY 27, 2021

Training on Applying Basic Communication Skills, Achievements, and Operating a Computer / Gunadarma University Professional Certification Institute

APRIL 2023 – JUNE 2023

Rubi Community / by Avoskin

- Reviewing the use of products through social media platforms in the form of videos and photos
- Conduct humanitarian activities and care for the environment
- motivating fellow women related to women empowerment

MAY 2021

UNMASKED BIPOLAR CAMPAIGN / Psylution

- Participate in webinars about information on bipolar mental problems
- Volunteering to disseminate information about bipolar through social media platforms
- Helping and being more aware of people with bipolar in the surrounding environment

OCTOBER 2020

MENTAL HEALTH PROMOTOR / LINGKAR PSIKOLOGI

- Disseminating information content about mental health through social media platforms
- Participated in a webinar as part of the world mental health day celebration event

EDUCATION

2020-2024

Gunadarma university / Psychology / GPA 3,87

- Related courses
Management Psychology | Industrial and Organizational Psychology | Counseling Psychology |
Psychodiagnostics 3: Interviewing | Ergonomics | Position Analysis