

# RACHEL ZEMIRA ARDANIA

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## PROFILE

I am a fresh graduate from the Faculty of Psychology with experience in the field of Human Resources. I have strong communication skills, sociable, able to manage my time effectively, always willing to learn new things, and can work both independently and as part of a team.

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## WORK EXPERIENCE

**Human Capital (Contract) September 2024 - Present**

GSJA Betlehem Bogor

- Executing work programs in Talent Management, which includes the process of selection and recruitment for manpower needs
- Recording attendance for the Spiritual Journey class
- Preparing tools for the upcoming class needs
- Serve as the MC for each Spiritual Journey class
- Executing projects related to the Quality Management System
- Create task related to HR development and system improvement at BPG

**Human Resource Internship, Recruitment & Development July 2023 - July 2024**

PT Kalbe Farma Tbk.

- Support end-to-end recruitment process (recruitment internship)
- Support recruitment activities (Campus recruitment, Gathering recruiter Kalbe Group)
- Create educational contents (from creating content materials to posting on LinkedIn)
- Assist in preparing and conducting onboarding for interns
- Assist with recruitment team administration such as compiling headcount data, summarizing employee assessment results, and calculating intern allowances

**Human Capital Volunteers, Talent Management January 2023 - June 2023**

GSJA Betlehem Bogor

- Assisting Human Capital in the staff recruitment and selection process
  - Help collect job description with the interview process
  - Help compile the job description that has been collected
  - Create forms for the recruitment and selection process
  - Assist in the planning and execution of Come on Bethlehem (internal recruitment for church volunteers)
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## EDUCATION

**Atma Jaya Catholic University of Indonesia 2020 - 2024**

Bachelor's degree in Psychology

GPA: 3.47/4.00

**Tunas Harapan Bogor 2017 - 2020**

Senior High School, Social Studies

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## ORGANIZATION EXPERIENCE

**Leader of Praise and Worship Team, Life Youth January 2017 - Present**

GSJA Betlehem Bogor

- Supervising during events that involve praise and worship, especially for youth services
- Scheduling services for team members
- Serving as a connector between team members and other ministry areas
- Monitoring the spiritual growth and development of team members

## Life Leader, Life Youth

July 2017 - Present

GSJA Betlehem Bogor

- Being a spiritual parent in church
- Monitoring the spiritual growth of the students
- Becoming a support system
- Serving as a bridge between the students and Life Youth
- Being a role model, especially in church

## Coordinator of Finance

August 2023 - July 2024

Himpunan Mahasiswa Psikologi (HIMAPSI)

- Supervision of team members for carrying out monthly recaps
- Supervising the team's work throughout the organization's management period
- Liaising from Badan Pengurus Harian to division members
- PIC for monthly meeting (SADAR)

## Staff of Finance

August 2022 - July 2023

Himpunan Mahasiswa Psikologi (HIMAPSI)

- Recapitulate the monthly sales responsibility of the finance division
- Recapping HIMAPSI monthly sales results
- Becoming the contact person for the HIMAPSI Questionnaire Filling Service
- Seeking funds for every activity in HIMAPSI
- Become a project partner from project HIMAPSI

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## CERTIFICATIONS

Kelas.com "Cara Kerja Human Resources Business Partner (HRBP) di Perusahaan"

2024

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## ADDITIONAL INFORMATION

- **Hard Skills:** Psychological test, Recruitment Tools, JASP, Microsoft 365, Canva, Google Forms, Google Sheets, Google Docs, Google Classroom
- **Soft Skills:** Teamwork, Leadership, Adaptation, Problem Solving, Collaboration, Interview (BEI, STAR)
- **Languages:** Bahasa and English
- **Awards/Activities:** Received the "Best Presenter" Award for The Call for Papers at the 2nd International Conference on Psychology (ICoP)