



SINTYA PUTRI ANGGRAINI

089529362301 | sintyaputri.work@gmail.com | www.linkedin.com/in/sintya-putri-anggraini-575412225/

Jln. Amarta No. 789, Kasihan, Yogyakarta

I'm a final-year semester student who is a responsible person, has great interpersonal skills, is a reliable team worker, and can work under pressure. I'm enthusiastic about human resources as having 1 year of organizational experience in related field and 8 months of internship that had me practicing the recruitment process. As a hard-working person who loves to explore new experiences. My prior knowledges will help me contribute my skills to everyone in the future.

Experiences

PT. Wesclia Indonesia Neotech - Bantul, Indonesia

Jun 2024 - Sep 2024

Human Resources Intern

- Recruited 20+ interns and project-based freelancer from screening until on boarding stage / contract signing stage
- Managed interns' productive activity on Workfolio; handled permissions, and complains for every interns, including remote and on-site interns
- Organized 30+ administrations HR related, including databases, interns' SPK, freelancers' and candidates' contract, internship certificates, etc
- Monitored list of reward board (WINBOARD) of each interns every week from work culture accumulation points

KKN-PPM UGM Memayuning Dlingo 2023 - Bantul, Indonesia

Jun 2023 - Aug 2023

Secretary

- Compiled the recapitulation of every member of subunit's activity on programs and daily report
- Created meeting minutes for new information from village secretary and local citizens
- Responsible for administrations regarding events that were held by the team in village

BPPM Psikomedia UGM - Sleman, Indonesia

Jan 2022 - Jan 2023

Head of HR

- Directed members of all divisions through HR Agenda, such as databases, KPI, recruitment, and individual performance evaluation
- Trained 28 members for organizational soft skills at WorJu 2021 and Upgrading 2022
- Redesigned new and old programs for one year of HR's management, such as welcome party, organization's birthday, bonding, upgrading, and training

Dinas Pendidikan Pemuda dan Olahraga DI Yogyakarta - Sleman, Indonesia

Aug 2022 - Dec 2022

Mental Health Associate

- Led Dinas Pendidikan Pemuda dan Olahraga (DIKPORA) Internship Team of 4 members in SMA Negeri 1 Seyegan as leader
- Coordinated the implementation of school's mental health program along with principal and coordinator of school counseling
- Designed mental health socialization of teachers and students
- Created Peer Counselor Community "REKAT", recruited, and trained 25 student members

Education

Universitas Gajah Mada - Sleman, Indonesia

Jul 2020 - Nov 2024 (Expected)

Undergraduate Psychology, 3.55/4.00

- Enrolled on Pelatihan dan Pengembangan SDM (PPSDM) Course to learn about people management in HR Industry; gained A-grade
- Enrolled on Recruitment and Selection Course to learn about method of recruitment, HR qualifications, etc; gained A/B grade
- Enrolled on Projective Personality Assessment to learn about lots of psychological test and assesment; gained A/B grade

Other Experiences

SIKOLASTIK BPPM Psikomedia UGM - Yogyakarta, Indonesia

Sep 2022 - Nov 2022

Staff of Funds

- Created product selling plan according to fund's target
- Promoted and sold fund's products from first buyers until the transaction process

Psikologi Rumah Kita UGM - Yogyakarta, Indonesia

May 2022 - Aug 2022

Staff of Pemandu Division

- Developed interpersonal communication skill towards pemandu colleagues and freshmen
- Guided freshmen through all faculty orientation agenda

Skills

- **Hard Skill:** Speaking Indonesia (Native Speaker) and English (Intermediate) Language, Administrations, Operating Microsoft Office, Recruiting, Scheduling, Database Management
- **Soft Skill:** Teamwork, Interpersonal Communication, Work Under Pressure, Goal-Oriented, Detail-Oriented, Decision Making, Problem Solving, Commitment, Discipline
- **Certificate** 📄 (2023): BPPM Psikomedia UGM Certificate of Management
- **Webinars Attended** 📄 (2024): Maximizing The Recruitment Process with Behavioral Event Interview (BEI) Techniques by PT. Wahana Insan Prima