



FARA AZIZAH

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Motivated and enthusiastic psychology graduate with a strong interest in human resource. I have actively participated in various activities inside campus and being known as easy to adaptation in new environment, easy-going, and able to communicate effectively. Through the course I have took in my psychology bachelor degree, I learned about using psychological instrument, recruitment, to the process of talent management. These experiences have sharpened my ability to work in team and/or individual, goal and detail oriented, also to contribute effectively.

EDUCATION

Universitas Islam Indonesia (2020 – 2024)

Bachelor of Psikologi GPA 3.63 of 4.00

PROFESSIONAL EXPERIENCE

DINAS TENAGA KERJA - Magelang, Indonesia

Industrial Relations, Training, Productivity and Transmigration Staff Internship (March 2024 – May 2024)

- Conducting interviews with skills training applicant at the Job Training Center
- Conducting Vulnerable Worker administration using Microsoft Excel and Microsoft Words tools
- Mediated between employee and superior to help find solution in company problems such as layoff

ORGANIZATION

FPCI Chapter UII

Staff of Marketing and Publication Department (October 2021 – October 2022)

- Conducting a visual content for social media with people engagement-based focus
- Producted a digital advertising to promoting a product and/or event

SERUMPUN 2022

Staff of C Committee Steering Committee (July 2022 – November 2022)

- Arranging draft budget using tools Microsoft Excel
- Conducting interview of organizing committee recruitment applicant

ASPIRE 2022

Secretary (September 2022 – January 2023)

- Responsible to arranging activity's proposal using tools Microsoft Words
- Arranged and send out letters to the second party
- Conducting interview of division staff recruitment applicant

Executive Council of Faculty Psychology and Socio-Cultural Science Student

Secretary of Students Creativity Division (August 2022 – March 2023)

- Responsible to Sharing Session program as to introduce Student Extracurricular Club in faculty level to freshman
- Coordinate with BOD of Extracurricular Club in faculty level
- Accounted every activity as a report

COURSE

Adult Assessment

- Utilize and scoring psychological measurement instrument such as Wechsler Adult Intelligence Scale (WAIS), Intelligence Structure Test (IST), Depression Anxiety Stress Scale (DASS), and Sacks Sentence Completion Test (SSCT)

Organization Assessment and Intervention

- Utilize and scoring psychological measurement instrument in Industrial and Organization environment such as Culture Fair Intelligence Test (CFIT), Differential Ability Test (TKD), Kraepelin test, Papi-Kostick test, and Behavioral Event Interview (BEI)

Talent Management

- Analyze and determine jobs need in fictional start-up company

Human Resource Information System

- Establish HR system using Odoo to manage talent management from the process of recruitment to the procedure for taking leave.

SKILLS

- Microsoft Office
- HRIS tools (Odoo)
- Administration
- Recruitment and interview
- Basic Adobe Photoshop
- Problem solving
- Time Management
- Indonesian Language (mother language)
- English (B2/Upper intermediate)