



CAROLINE

085157796499 | carolineprvt@gmail.com | <https://www.linkedin.com/in/onlycaroline/>

Tangerang Selatan

Experienced HR professional with a Bachelor's degree in Psychology and a strong background in end-to-end recruitment and administration. Proficient in coordinating with teams and partners and enhancing operational efficiency. Adept at problem-solving, teamwork, and managing multiple tasks with attention to detail.

Work Experiences

DNR Corporation - Jakarta Barat, Indonesia

Aug 2024 - Present

Recruitment Specialist

Distribution, Logistic, & Pharmacy

- Screened resumes monthly for diverse job profiles, ranging from intern to head-level positions, evaluated candidates' skills, and managed job postings, updates, and removals on various platforms, including Jobstreet and LinkedIn.
- Scheduled interviews through proactive candidate engagement and conducted effective interviews with stakeholders to streamline the interview-to-hire process.
- Processed approval workflows for Man Power Request (MPR) forms from both head office and branches.
- Administered psychological assessments (PAPIKOSTIK) monthly for over 20 candidates to evaluate their suitability for specific roles.
- Prepared weekly recruitment progress reports to track hiring metrics and milestones.
- Coordinated with the Compensation & Benefits division to ensure smooth onboarding of new employees.

PT Draco Internasional - Jakarta Barat

Apr 2023 - May 2024

HR Staff

Fire Safety System Distribution

- Screened CVs monthly for diverse job profiles, evaluated candidates' skills, and manage job postings, updates, and removals across various platforms.
- Administered psychological tests (PAPIKOSTIK) annually for over 50 candidates to assess suitability.
- Achieved a high interview scheduling rate of 90% through proactive candidate outreach and conducted effective interviews with stakeholders to optimize the interview-to-hire process.
- Compiled payroll data, managed leave records, and generated 20+ HR reports annually (e.g., training evaluation, attendance).
- Facilitated onboarding for every new employee, providing comprehensive office tours and supporting 10+ company events annually with operational assistance.
- Maintained HRIS (Talenta & HiRa) for accurate employee attendance tracking, disciplining employees, and creating new accounts.
- Provided comprehensive training on Talenta app usage to all employees, ensuring proficient and effective application use across the organization.
- Monitored bi-weekly attendance of daily workers across 5 projects via fingerprint machines.

PT Draco Internasional - Jakarta Barat, Indonesia

Jun 2022 - Mar 2023

Human Resources Internship

- Screened 800+ CVs for suitable job profiles with the required skills
- Invited candidates to the recruitment process by phone.
- Arranged 60+ schedules for HR/User and candidate interviews.
- Posted, updated, and removed 20+ job ads from job boards and social networks
- Conducted and scored for the psychological test (PAPIKOSTIK)
- Gathered payroll data (leaves and bank accounts) and prepare HR-related reports as needed (training evaluation form)

Riliv - Surabaya

Jun 2021 - Sep 2021

Social Media Content (Internship)

- Created 7 content in a week with a total of 150+ psychology-based content for the company's Instagram account
- Managed 11+ content to reach more than 5k likes, with the highest likes of 14k.
- Contributing to the company's Instagram increase in followers count by 10,000 in 3 months.

Kementerian Pendidikan dan Kebudayaan - Bandung

Sep 2021 - Nov 2022

Observer (Project)

- Conduct 8 observations of the teachers' behavior during teaching based on a predetermined behavioral observation guide
- Wrote reports based on the observation results

Education Level

Universitas Padjadjaran - Sumedang

Aug 2017 - Jul 2021

Bachelor Degree in Psychology, 3.49/4.00

Organisational Experience

Mentari Psycenter - Indonesia

Apr 2022 - Oct 2022

Associate Counselor

- Assisted clients with non-clinical issues and provides information on ways to maintain personal wellness and recovery.
- Provided counseling through video calls or messaging applications

PSIKAP - Indonesia

Nov 2021 - Aug 2022

HR Content Writer & Designer (Freelance)

- Planned and wrote the content about Human Resources of I-O Psychology for company's Instagram account.
- Made the design for the written content

Quarter Life Project - Indonesia

Sep 2021 - Jan 2022

Research & Development Specialist

- Conducted surveys (interviews, Google Forms) and research to find out user needs and made a program analysis
- Made an analysis of competitors' programs and SWOT analysis of the program that has been made

TOUCHÉ Development Center - Indonesia

Feb 2021 - Jun 2021

Content Writer

Mental Health Service

- Created and developed weekly psychology-related content.
- Uploaded content and created captions for Instagram posts.
- Coordinated with psychologists to ensure the written content was accurate and presentable.

Skills, Achievements & Other Experience

- **Skills:** Recruitment, Peer Counseling, Active Listening, Employee Engagement, Payroll Administration, Psychological Testing (DISC, Pauli, Kraepelin, IST, CFIT, Baum, WZT)
- **Certifications:** (1) Sourcing Strategy: Tahap Fundamental dalam Proses Rekrutmen & Seleksi Karyawan (Mekari University) (2) Comprehensive HR Administration: Mekari University
- **TOEFL ITP (2025):** Score: 550
- **Interest & Hobby:** Reading, Writing, Volunteering
- **Technical Skills:** Microsoft Office, Microsoft Excel (Pivot tables, VLOOKUP, XLOOKUP), Adobe Photoshop, Illustrator, Canva, Google Workspace, HRIS (Talenta & HiRa),