

CINDY APRILIA NAUMI

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EXECUTIVE SUMMARY

Bachelor of Psychology graduate from Universitas Sumatera Utara, specializing in Industrial and Organizational Psychology, with a focus on human resource development and over 5 years of experience in the field. I am currently interning remotely as a Talent Acquisition Specialist at Jobfit Indonesia, where I manage various aspects of talent acquisition and contribute to the recruitment processes.

I have previously interned at PT Angkasa Pura Aviasi and PTPN III. During my 4-month internship at PT Angkasa Pura Aviasi, I contributed to the analysis of employee needs and expectations in response to ongoing management changes, supporting workforce planning and talent acquisition. Additionally, I was involved in detailed and efficient HR administration, including archiving, correspondence, and conducting trial assessments before being administered to employees undergoing On the Job Training (OJT). My one-month internship at PTPN III (Persero) further enhanced my skills, particularly in contributing to employee assessments for those up for promotion, as well as related HR administration.

Beyond my internship experiences, I was actively involved in various student organizations, research, and community service projects throughout my studies. These experiences have honed both my hard and soft skills, particularly in recruitment processes such as candidate screening, behavioral interviewing, and competency-based assessments. I am also capable of conducting interviews as part of the promotion process and managing recruitment metrics such as time to fill, cost per hire, and quality of hire. In addition, I have gained experience in employee engagement and supporting performance management initiatives.

As a Psychology graduate, I am proficient in operating psychological assessment tools such as DISC, Papi Kostick, Pauli, and Wartegg under the supervision of a licensed psychologist. My strong communication and interpersonal skills enable me to interact effectively with various stakeholders, including hiring managers, ensuring that recruitment and development processes align with organizational needs. My active involvement has also enhanced my organizational skills, enriched my experience in adapting to different team dynamics, and provided opportunities for conflict resolution and strategic thinking in HR settings.

EDUCATION

Universitas Sumatera Utara

September 2020 – May 2024

Faculty of Psychology | GPA : 3.6/4

WORK EXPERIENCES

Talent Acquisition Specialist Intern

Oktober 2024 - now

Jobfit Indonesia (Inndivo.com)

- Distributing information regarding job vacancies
- Conducting resume screenings for applicants
- Interviewing candidates and preparing profiles based on psychometric test results and interview performance
- Facilitating onboarding for candidates who have successfully passed the selection process

Career & People Development Intern

September – Desember 2023

PT. Angkasa Pura Aviasi | Kualanamu International Airport

- Create a survey regarding employee motivation at PT Angkasa Pura Aviasi. Adapting each question item to the 4 organizational pillars of PT Angkasa Pura Aviasi, namely organization and career management, remuneration, retirement program, and human resource policies
- Input assessments of employees who will be promoted to middle managers or senior managers
- Compile a job profile for each class/position at PT Angkasa Pura Aviation starting from class 8-16 which contains the objectives of the job, hierarchy in the organizational chart, main accountabilities, main challenges faced, important decisions taken, interactions both internal and external, dimensions, skills and knowledge
- Create an employee assessment survey based on BUMN's Core Value AKHLAK index
- Make a Budget Confirmation Note for the General Affairs division of PT Angkasa Pura Aviasi starting from January-December 2023

HR Development Section, Assessment Sub Section

Juli – Agustus 2023

PTPN III Persero | Head Office, Medan

- Carrying out Standard Progressive Matrices (SPM), Army Alpha, Papi Kostick, Wartegg, and Pauli tests for assessment of prospective honorary employees, promotion of executive employees, and promotion of prospective leadership employees. Carrying out activities in the form of taking tests (becoming a tester), becoming a tester assistant, then scoring each test result.

- Prepare interview activities and guide the interview as a continuation of a series of assessment processes. Interview preparation consists of preparing participant personal data, compiling a competency dictionary, and directing interview turns to participants

Extracurricular Teacher, Palang Merah Remaja

Juli 2022 – Juni 2023

SMP Ulun Nuha | Jl. Karya Jaya, Medan

- Provide knowledge about first aid for people who are sick or have experienced minor accidents
- Provide knowledge about what to do if a disaster occurs
- Teaches the implementation of healthy living for oneself and the surrounding environment
- Helps increase awareness and empathy between people

ORGANIZATION

General Secretary of UKM Bulutangkis (UKMBT)

Februari 2023 – January 2024

Universitas Sumatera Utara

- Responsible for the implementation of meetings
- Make a report on the UKMBT work program for 1-year working program
- Together with the Chairman, sign the outgoing papers
- Make reports on organizational activities to DITMAWA ALUMNI USU
- Provide attendance lists and take notes of organizational meetings
- Collect reports from each field
- Create a calendar of activities for the next year

Chairman of Komisi Pemilihan Umum Mahasiswa (KPUM)

December 2022 – January 2024

Fakultas Psikologi USU

- Carrying out brainstorming, creating a concept for the general election for Chair of the USU Faculty of Psychology BEM
- Applying an adaptive leadership style in leading, guiding, assisting 3 divisions totaling 19 members for end-to-end event operations starting from planning, coordinating and implementing general elections
- Organizing general elections in accordance with LUBERJUDIL principles and maintaining open communication between internal and academic communities at USU's Faculty of Psychology

Coordinator of Event of Komisi Pemilihan Umum Mahasiswa (KPUM) Universitas Sumatera Utara

November 2022 – January 2023

Universitas Sumatera Utara

- Brainstorming, creating a general election concept for the Student President of the Universitas Sumatera Utara
- Leading, guiding, and assisting 6 divisions totaling 53 members for end-to-end event operations starting from planning, coordinating, and implementing general elections
- Organizing general elections in accordance with LUBERJUDIL principles and maintaining open communication between internal and academic communities at the Universitas Sumatera Utara

Head of Administratie Bureau of Forum Mahasiswa Islam (FORMASI) Al-Qalb Fakultas Psikologi Universitas Sumatera Utara

April 2022 – February 2023

Universitas Sumatera Utara

- Together with the general secretary, make outgoing letters
- Archive all incoming letters
- Conceptualize, design and implement administrative school activities for division secretaries and all AL-QALB FORMATION administrators

Staff of Coaching & Tournament Division of UKM Bulutangkis (UKMBT)

Februari 2022 – January 2023

Universitas Sumatera Utara

- Carry out training for members
- Looking for information about the match
- Carry out a training center 2 months before the match starts

General Secretary of MPK OSIS

May 2019 – March 2020

SMA Negeri 2 Medan

- Coordinate the administration of the osis

General Secretary of Palang Merah Remaja (PMR) 001

February 2019 – February 2020

SMA Negeri 2 Medan

- Carry out the general chairman's orders
- Assist the general chairman's work
- Represents the general chairman when he is unable to attend
- Become a bridge between PMR and the school
- Create activity accountability reports
- Make meeting minutes
- Coordinate PMR management attendance

Deputy General Secretary of OSIS SMA Negeri 2 Medan

April 2018 - May 2019

- Together with the general secretary, make outgoing letters
- Archive all incoming letters
- Create activity accountability reports
- Make meeting minutes

- Coordinate the absence of student council administrators

VOLUNTEERING EXPERIENCES

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- Volunteer of Community Service of "EduAksi" PEMA (BEM)** **August - December 2021**
Fakultas Psikologi Universitas Sumatera Utara
- Provide teaching about touch and non-touch parts to Cerdas Elementary School children
 - Donate items for school library needs
 - Carrying out competition activities on August 17 in elementary school

PROJECT EXPERIENCES

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- Team of PhD Research of a Psychology Lecturer at USU** **June 2024 - now**
Title "Persistence in Micro and Small Enterprises"
- Preparing proofreading results of measurement tools from experts
 - Creating booklets and setting up Qualtrics and Google Forms platforms
 - Conducting surveys with potential respondents
 - Distributing research scales to research targets
 - Manually inputting data from 346 respondents

- Team PhD Research Assessor for a Psychology Lecturer at USU** **Mei 2024 - now**
Title "Problematic Smartphone Use among Adolescents Viewed from Parental Phubbing, Peer Attachment, and Self-Control with Parental Attachment as a Mediator"
- Preparing the Results of Proofreading Measurement Tools
 - Conducting Surveys at Public and Private Junior High and High Schools
 - Conducting Assessments on Students at Public and Private Junior High and High Schools
 - Inputting Data from Assessments

- Public Relation Division of Psyexpo PEMA (BEM)** **January – Maret 2024**
Fakultas Psikologi Universitas Sumatera Utara
- Publicize art exhibition events
 - Contact media partners
 - Seek sponsorship for events

- Post-High School Information Provision Team at Madrasah Aliyah** **Juni – November 2023**
Al-Washliyah Gedung Johor
Pengabdian Talenta Universitas Sumatera Utara
- Conduct interviews with high school officials regarding the main problems they face.
 - Conceptualize activities that can solve post-high school problems.
 - Prepare the materials needed for interest and talent search activities and provide information on post-high school education.
 - Write minutes of the activities to be published in newspapers.
 - Create reports on fund usage to be accountable to the university.

- Workforce Preparation Training Team for Students of PKBM Bina** **Juni – November 2023**
Anak Nusantara
Pengabdian Talenta Universitas Sumatera Utara
- Conduct interviews with Package C schools regarding the main problems faced by students who have dropped out of school.
 - Conceptualize activities that can be solutions to the problem of students dropping out of school.
 - Prepare the materials needed for activities to help students enter the workforce.
 - Write minutes of the activities to be published in newspapers.
 - Create reports on fund usage to be accountable to the university.

- Online Training on Developing an Entrepreneurial Mindset for the Mothers of IKBI PTPN XIV** **Januari 2023**
Team of PhD Research of a Psychology Lecturer at USU
- Researching the most needed aspects by the mothers of IKBI PTPN XVI
 - Creating a training blueprint
 - Developing training modules
 - Creating training PowerPoint presentations
 - Guiding the training activities

- Digital Marketing Training Team for the Children of Al-Marhamah** **Juni – November 2022**
Orphanage
Pengabdian Talenta Universitas Sumatera Utara
- Conduct interviews with the orphanage about the main problems they are facing.
 - Conceptualize activities that can solve the orphanage's problems.
 - Prepare the materials needed for digital marketing training activities.
 - Write minutes of the training activities to be published in newspapers.
 - Create reports on fund usage to be accountable to the university.

Digital Marketing Training Team and Halal Certification Training for UMKM Juragan Dimsum

Juni – November 2022

Pengabdian Talenta Universitas Sumatera Utara

- Conduct interviews with MSMEs regarding the main problems they face.
- Conceptualize activities that can be solutions to MSME problems.
- Prepare the necessary materials for digital marketing training activities.
- Write minutes of the training activities to be published in newspapers.
- Create reports on fund usage to be accountable to the university.

Coordinator of Public Relation Division of “Seminar Democratic Political Fest” PEMA (BEM) Universitas Sumatera Utara

Maret – Juni 2022

- Publicize events
- Contact media partners
- Seek sponsorship for events
- Responsible for invited guests from out of town
- Responsible for mobilizing invited guests

Coordinator of Event Division of “Pengabdian Masyarakat DESA SEHAT” PEMA (BEM) Universitas Sumatera Utara

December 2021 – February 2022

- Brainstorming, creating concepts for health education activities, posyandu activities, and mass circumcision activities
- Responsible directly to the village for activities carried out in the village
- Collaborate and be directly responsible with KOHATI Medan, Village Midwives, and the Faculty of Medicine, FK USU as stakeholders
- Leading, guiding and assisting 5 divisions totaling 40 members for end to end event operations starting from planning, coordinating and implementing general elections

ACHIEVEMENTS

3rd Place Badminton Competition IMT-GT Varsity Carnival 22nd	July 2023
1st Place Women Doubles Badminton Competition Porseni Fakultas Psikologi Universitas Sumatera Utara	December 2022
1st Runner Up Intervention Design Competition Psychedelic FK Universitas Udayana	September 2022
3rd Place Education Video Competition CAROTIS FK Universitas Nahdlatul Ulama Surabaya	July 2022
2nd Place Woman Singles Badminton Competition Porseni Fakultas Psikologi Universitas Sumatera Utara	December 2021
Favorite Winner Photography Competition Porseni Fakultas Psikologi Universitas Sumatera Utara	December 2021