

# SARAH PRILIYANTI

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Bandung, West Java, Indonesia

Sarah is a 7th semester Psychology student. Experienced in processing databases, administrative systems and secretariat. Meticulous, fast and neat in doing tasks to improve work efficiency. Full of careful planning as well as meticulous in managing the agenda, detail-oriented, disciplined, and responsible. Have high interests and aspirations in Data Processing, Administration, and HR Management.

## Experiences

<b>Kementrian Agama Provinsi Jawa Barat - Bandung, Indonesia</b> <i>Personnel Division (Internship)</i> <ul style="list-style-type: none"><li>Contribute to the smooth running of employee attendance, leave permits, and tardiness with timely data input</li><li>Manage copies of documents to facilitate administrative purposes and assist in sorting documents according to priority to facilitate supervision</li><li>Actively contribute to the administration process of CPNS 2024 selection</li></ul>	Sep 2024 - Oct 2024
<b>Brain Academy Ruang Guru - Bandung, Indonesia</b> <i>Master Teacher</i> <ul style="list-style-type: none"><li>Tutor additional academic tutors for 9 hours a week for more than 50 students on a regular basis</li><li>Successfully evaluated student performance and grades by 50% through learning system optimization</li><li>Successfully helped students pass SNBT in college selection</li></ul>	May 2023 - Jul 2024
<b>PSYFORIA DEMA F PSIKOLOGI</b> <i>Secretary</i> <ul style="list-style-type: none"><li>Manage all administrative data and record archives including making official letters, proposals for organizing events, accountability reports, and cooperation contracts.</li><li>Organize schedules and record attendance lists of committee meetings as well as record meeting results in order to get the right conclusions and meeting agreements</li><li>Coordinate with other divisions regarding the fulfillment of the required administration</li></ul>	May 2023 - Dec 2023

## Education Level

<b>Universitas Islam Negeri Sunan Gunung Djati - Bandung, Indonesia</b> <i>Bachelor of Psychology, 3.71/4.00</i> <ul style="list-style-type: none"><li>Published 1 scientific article in the Journal of Islamic Psychology and Culture (JPIB) with SINTA 3 accreditation</li><li>Published 2 scientific articles in Journal of Psychology Student</li><li>Received HKI in a research result</li></ul>	Sep 2021 - Sep 2025 (Expected)
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## Skills

- Soft Skills:** Detail Oriented, Data Management, Teawork, Leadership, Time Management
- Hard Skills:** Administration and Archiving, Microsoft Office
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