ANGELINA HARLI

angelinaharli30@gmail.com

OBJECTIVE

I am a freelancer Certified Handwriting Analyst and a student in Faculty of Psychology is looking for a job.

EDUCATION

Dian Harapan | Lippo Cikarang Senior High School (2015 – 2018)

- Highest score in Sociology (90) in National Exam

Karohs International School of Handwriting Analysis

Certified Handwriting Analyst (January 2022 – Maret 2022)

- **GPA:** A- (according to academic transcript)

Paramadina University | District 2, Meikarta

Psychology Student (enters in September 2023)

- Current GPA: 3.95 (according to academic transcript)

Human Resources Bootcamp | Chahra Event

Human Resource Basic & Administrative Human Resource Completed Certification

Excel Training for Professional Employees | Vocasia

Microsoft Excel training (level basic to advance) Completed Certification

The Academy of Modern Applied Pscyhology | Udemy

Counseling Skills Practicioner Certificate Course (beginner to advanced) Completed Certification

Japan Foundation | Online Class

Currently level A2 in Marugoto Rikai and studying for JLPT N4

EXPERIENCE & CURRENT JOB

PT Lippo Cikarang Tbk | Lippo Cikarang, Meikarta

Intern in Finance Division (Mei 2018)

- Input maintenance fee data into the system, separate files as needed, scan photocopies and compile documents

Cahaya Bagi Negeri (CBN) Foundation | Lippo Cikarang, Meikarta

Intern in Online Media Division (Juni 2017)

- Write content articles for the jawaban.com and evaluate videos for JC channel *Intern in Donation and Development Division* (Juni 2017)

- Cutting and pasting labels on letter envelopes, compiling birthday card

Kost Just Me | Lippo Cikarang, Meikarta

Administration Staff (2022-2023)

- Input kost's income & expenses
- Handling kost purchases (maintenance fee, water, wifi, etc)
- Handling customers's complain
- Making financial report every month

Grafolaine | Lippo Cikarang, Meikarta

Freelancer Handwriting Analyst (August 2022 – Now)

- Analyze & write report of client's handwriting

Nastyhype Women | Lippo Cikarang, Meikarta

Secondhand branded online shop's sales (2021 – Now)

- Sell secondhand branded stuffs online on Instagram & other Market Place

Photographer

Freelancer Photographer for Cosplayers (2023)

- Photo commission for cosplayer at events
- Photo editor

SKILLS

Certified Handwriting Analysis

Human Resource: Basic & Administrative Skill

Microsoft Excel (intermediate)

Beginner in Japanese language

Writing (essay, poems, fiction)

Counseling Skills for Practicioner

Photography Skills (triangle exposure, white balance) Editing Photo Skills (color grading technique)

CERTIFICATE

- "Intermediate Excel Training for Professional Employees & Jobseekers" by Vocasia
- "Basic Excel Training for Professional Employees & Recruitment Selection Candidates" by Vocasia
- "Counselling Practicioner (Beginner to Advanced)" by Udemy
- "Certified Handwriting Analyst" by Karohs International School of Handwriting Analysis
- "Administrative Human Resources" by Chahra Event
- "Human Resources Basic" by Chahra Event
- "Peserta Lomba Foto dan Video Kreatif LENSA EDUKASI Tingkat Nasional dengan tema
- *'Menyuarakan Peran Pendidikan Melalui Karya Visual' Tahun 2024''* by Fakultas Ilmu Pendidikan Universitas Negeri Surabaya
- "Psikologi Klinis yang Memutuskan Terjun pada Dunia Forensik" hosted by Psylution
- "Psychological First Aid (PFA) di Lapangan" hosted by Psylution
- "Personal Branding: Recipe to Pursue Your Life" hosted by Skill Up
- "Introduction to Pet Therapy" by Pyslution
- "Healing the Inner Child Batch 2" hosted by Psylution
- "Healing Through Art" hosted by Psylution
- "Introduction to CBPT" hosted by Psylution

TRANSCRIPT

Karohs International School of Handwriting Analysis

TEST SCORES

MODULE TEST	YEAR	UNITS*	TOTAL POINTS	STUDENT SCORE	%	Grade B
1.	2022, Feb	3	100	87	87	
2.	2022, Feb	3	60	56	93	A-
3.	2022, Feb	3	90	82	91	A-
4.	2022, Mar	3	70	65	93	A-
DIPLOMA	2022, Mar	3	145	134	93	A-
	Total	15	465	424	91	A-

^{*}A Module "unit" is the equivalent of a college semester unit (approximately 18 hours of instruction).

Transcript grading:
A (96-100%) = Excellent (Honor Roll)
A- (90-95%) = Very good achievement
B (80-89%) = Commendable, Good Achievement

Test score:	Average Percentage:	Grade:	Honor Roll:
424 Of 465	91 %	A-	-

Paramadina University

Kode Mahasiswa : 123107069 Nama Mahasiswa : Angelina Harli

Angkatan : 2023

Dosen Wali : Sofia Tri Putri, S.Psi., M.Psi Program Studi : Psikologi - S1 Reguler

Semester Gasal, Tahun Ajaran 2023-2024

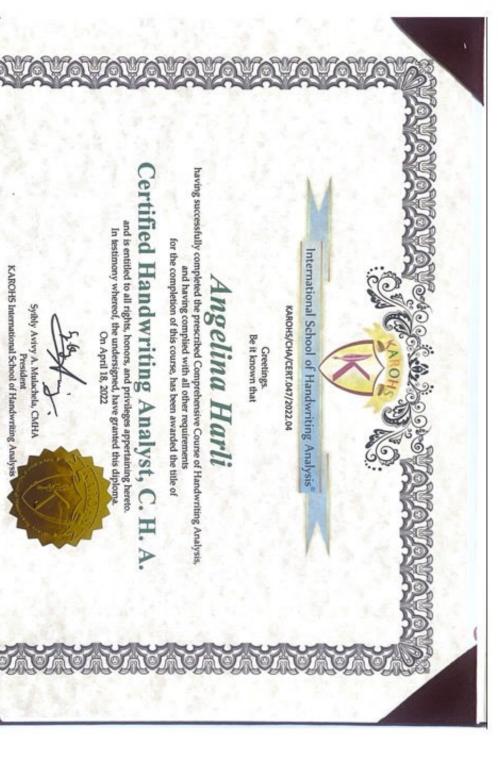
No	Kode Mk	Nama Matakuliah	Nilai	SKS	Mutu	Keterangan
1	221000001	Teknologi Informasi dan Komunikasi	A-	3	11.01	
2	221070101	Biopsikologi	A	3	12.00	
3	221070102	Pemrosesan Informasi Kognitif Manusia	A-	3	11.01	
4	221070103	Pengantar Psikologi	Α	3	12.00	
5	221070104	Psikologi Kepribadian	Α	3	12.00	
6	221070105	Psikologi Perkembangan Manusia	Α	3	12.00	
	IP Semes	ter, Jumlah Kredit dan Jumlah Mutu	3.89	18	70.02	

IP Semester, Jumlah Kredit dan Jumlah Mutu	3.89	18	70.02
TPK	2.00		70.02
IPK	3.09		

Semester Genap, Tahun Ajaran 2023-2024

No	Kode Mk	Nama Matakuliah	Nilai	SKS	Mutu	Keterangan
1	221000002	Anti Korupsi	Α	3	12.00	
2	221000003	Pendidikan Agama	Α	2	8.00	
3	221002001	Sosiologi	Α	3	12.00	
4	221070201	Bahasa Inggris untuk Psikologi	Α	3	12.00	
5	221070202	Penulisan Ilmiah dalam Psikologi	Α	2	8.00	
6	221070203	Praktikum Statistika Dasar	A	1	4.00	
7	221070204	Psikologi Sosial	A-	3	11.01	
8	221070205	Statistika Dasar	Α	3	12.00	

IP Semester, Jumlah Kredit dan Jumlah Mutu	3.95	20	79.01	
IPK	3.92			





Chahra Event

This is to certify that:

Angelina Harli

has successfully completed the Professional Training Course:

ADMINISTRASI HUMAN RESOURCE - BATCH 13

Held on September 31, 2023 until October 01, 2023

Sidoarjo, October 04, 2023



Rimadhita Aulia Put CEO Chahra Event

Certificate No. 010/CLASS-054/PARTICIPANT/CHAHRA/X/2023 Durasi Pelatihan:

7 Silabus || 390 menit

ADMINISTRASI HR

Pelatihan: Administrasi HR Class

Pelaksanaan: Daring / Online via Google Meet

Daftar materi pelatihan yang telah diselesaikan:

- 1. Membuat Laporan Penerimaan Tenaga Kerja (Labour Supply).
- 2. Mengelola Karyawan dan Database Karyawan (Magang, Kontrak, dan Tetap).
- 3. Penjelasan Penggunaan Sistem HRIS (Basic).
- 4. Membuat Kontrak Kerja bagi Karyawan baru Perusahaan.
- 5. Distribusi Tugas Karyawan dan Evaluasi Tugas Karyawan.
- 6. Menyiapkan Internal Letter dan Outgoing Letter.
- 7. Manajemen Remunerasi.

Total Durasi : 7 Silabus, 390 menit





Chahra Event

This is to certify that:

Angelina Harli

has successfully completed the Professional Training Course:

HUMAN RESOURCE BASIC - BATCH 78

Held on March 02, 2024 until March 03, 2024

Sidoarjo, March 06, 2024



Rimadhita Aulia Putri CEO Chahra Event

Certificate No.

015/CLASS-053/PARTICIPANT/CHAHRA/III/2024

Durasi Pelatihan: 9 Silabus || 465 menit

HR BASIC

Pelatihan: Human Resource (HR) Basic Class **Pelaksanaan**: Daring / Online via Google Meet

Daftar materi pelatihan yang telah diselesaikan:

- 1. Develop Jobdesc and Job Requirement
- 2. Job Posting (Linkedin, Jobstreet, Techinasia, Kalibrr)
- 3. Sourcing CV, Selection (Assessment tools), BEI (Behavioural Event Interview)
- 4. Offering Technique
- 5. Training Need Analysis, Training Monitoring, Training Evaluation, Competency Matrix
- 6. PKWT, PKWTT, PHK, Lay off, Pesangon, Union Labor, Bipartit, Tripartit
- 7. Flow Process Payroll
- 8. Deduction (PPH21, BPJS TK, Kes, JHT, JSHK)
- 9. Pay Slip & Reimbursement Process

Total Durasi : 9 Silabus, 465 menit





CERTIFICATEOF COMPLETION

AWARDED TO

Angelina Harli

COUNSELLING PRACTITIONER (BEGINNER TO ADVANCED)

The holder of this certificate has successfully completed a Practitioner-level course in Counselling Psychology on Udemy.

Kain Ramsay Director of Training July 8, 2024

Date



