

Amanda Nabila Hasyimita

Human Resources

👤 Profile

Fresh graduate psychology student from Universitas Diponegoro with a 3.83 GPA. Particularly interested in areas such as employee engagement, talent acquisition, learning & development, and organizational culture. Adept in assisting with the recruitment of employees, as well as the management of existing employees. Have experience in employee engagement, project management, program directing, and event organizing as well as maintaining an organized employee database by collecting records, and carefully organizing paperwork associated with existing and future employees for several organizations and events in Indonesia. Adept in various social media platforms and committed to utilizing her skills to complete the mission and objectives of a company or organization.

🎓 Education

Bachelor of Psychology, Diponegoro University, Semarang

December 2020 — November 2024

Graduated with honors

💼 Internships

HR Coordinator -- Healthcare at Puskesmas Tlogosari Wetan, Semarang

February 2023 — May 2023

- Coordinated with department heads to assess staffing needs
- Organized shadowing or mentorship programs for clinical staff and the public attended by 170 participants
- Addressed complaints related to patient interactions and medical practices
- Conducted performance evaluations for clinical and non-clinical staff.
- Assisted with goal setting and tracking for medical staff.

📁 Experiences

Program Director at Podcast Campus

October 2020 — December 2021

- Directed and Managed channel in listeners and content.
- Led meetings with other divisions/channels/community officers.
- Utilized effective planning skills to achieve effective organization and channel growth rates.

Details

DKI Jakarta

Indonesia

62+ 851-5600-3842

amandahsynt@gmail.com

Date of birth

08-02-2002

Skills

Adaptability

Ability to Work in a Team

Communication Skills

Planning and Organizational

Strategic thinking

Languages

Bahasa Indonesia

English

HARKESWA Event Organizer, Semarang

April 2021 — October 2021

- Created a comprehensive event plan including goals/desired outcomes and theme of the event attended by 124 participants
- Created and agreed on a comprehensive funding plan, inclusive of all estimated expenses of the sub-committees

Staff of Arts and Talents at BEM of Psychology, Universitas Diponegoro

December 2020 — November 2021

- Recruitred and managed talents as Head project of trisula talents club
- Talent manager and facilitator of music development division
- Speaker of trisula talent's club music class attended by 35 talents

🎓 Courses

Project Management Professional Certificate , Google

March 2024 — April 2024

Recruiting, Hiring, and Onboarding Employees, University of Minnesota

October 2021

Managing Human Resources, University of Minnesota

September 2021

Initiating and Planning Projects, University of California, Irvine

August 2021

Successful Negotiation: Essential Strategies and Skills, University of Michigan

August 2021