

Diah Putri Ramadani

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Summary

I am a recent Bachelor of Psychology with a strong interest in talent acquisition, public relations, and human resources. Eager to apply my leadership and communication skills in an entry-level role within a dynamic, growth-oriented environment. Experienced in organizing, supervising, evaluating systems, managing selection processes, and developing internal performance. Passionate about using psychology for organizational growth, I am committed to continuous learning, self-development, and excellence.

Work Experiences

PT Bank Rakyat Indonesia (Persero) Tbk

Ultra Micro Business Social Entrepreneurship and Incubation Department
(February 2023 - August 2023)

- Learned about the division's products and projects, and provided information to field officers (mantri).
- Conducted data collection and maintained communication with relevant stakeholders.
- Identified potential villages for the Desa BRILian program and coordinated with field officers.
- Developed skills in communication, project management, and business analysis.

PT Pelindo Terminal Petikemas

Management & Learning Of Human Resource
(September 2022 - November 2022)

- Recap and filter employee monthly performance appraisal data
- Tools or applications used to manage employee performance
- Mechanisms and methods used to manage learning needs such as seminars, training, and certification for employees at the head office, subsidiaries and managed container terminal
- Recruiting Process to meet organizational/company needs

Education

Universitas Airlangga

Psychology / Bachelor of Psychology
2024 – GPA : 3,25

Concentrated in Industrial and Organizational Psychology

Certifications

Certified Human Resource Officer

BNSP, June 2024 - June 2027

Organizations

BEM KM PSIKOLOGI AIRLANGGA UNIVERSITY

Staff of Human Resources Development
(February 2021 – February 2022)

- Establish, organize, supervise, and evaluate the new student orientation period system
- Carry out the selection of delegates for LKMM-TD, LKMM-TM, and LKMM-TL activities
- Carrying out the main HRD functions, developing and assessing the internal performance of BEM KM Psychology Airlangga University, developing and empowering soft skills and regeneration of KM Psychology
- Designing all posters & branding needs for HRD projects

Pemira Fakultas Psikologi 2022

KPUM Treasurer

(October 2022 - December 2022)

- Designing and preparing the PEMIRA 2022 budget
- Carry out financial management and procurement of goods needed for PEMIRA 2022
- Organize and manage proof of PEMIRA transactions
- Prepare the PEMIRA 2022 financial realization report

Skills

Design

Canva (Software), Poster Design, Print Collateral, Corporate Identity

Training Need Analysis

Training Needs Analysis, Job Analysis, Organizational Performance, Job Evaluation

Microsoft Office

Microsoft Word, Microsoft Office, Microsoft PowerPoint, Excel Formulas, Data Collection, Management Data Input/Output

Community

Community Development, Engagement Skills

Google Workspace

Google Workspace, Google Slides, Google Forms, Google Docs