

# PRICYLIA NOVITASARI

## CONTACT



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## ABOUT

- An energetic and motivated Bachelor in Psychology from Universitas Kristen Maranatha. Eager to expand my experience and have interest in I/O Psychology especially Psychology Personnel.
- High curiosity and loves to learn new things and expand my horizon.
- Have beginner level knowledge in Assessment Center (FGD/LGD, In Basket, BEI).
- Able to do psychological testing such as PAULI, EPPS, DISC, and Papi Kostick.

## LANGUAGE

**BAHASA**  
NATIVE

**ENGLISH**  
PROFESSIONAL PROFICIENCY

## SKILL

**PSYCHOLOGICAL TESTING**

**COMMUNICATION**

**MS. OFFICE**

**LEADERSHIP**

**TEAMWORK**

## CERTIFICATION

August  
2018

**GRAPHOLOGY FOR  
RECRUITMENT**

November  
2018

**CERTIFIED  
HANDWRITING ANALYST**

## EDUCATION

2013 - 2016

**HIGH SCHOOL DIPLOMA**

Pribadi Bilingual Boarding School, Bandung

2016 - 2021

**BACHELOR OF PSYCHOLOGY**

Universitas Kristen Maranatha, Bandung

## WORK EXPERIENCE

April  
2021

Present

**HUMAN RESOURCES DEVELOPMENT**

PT. Surya Bumi Permata / Jakarta

- Provided assistance for delivery of training courses by scheduling virtual meeting rooms and managing team calendars.
- Worked with central management to identify, plan, align and address training needs.
- Coordinated travel arrangements for trainee.
- Planned and conducted up to 25 managers trainings per year, with emphasis on leadership and managing staff areas.
- Recruited and screened qualified potential employees.
- Carried out day-day-day duties accurately and efficiently.
- Administered compensation, benefits and performance management systems and safety and recreation programs.

February  
2020

January  
2021

**ASSISTANT LECTURER**

Maranatha Christian University / Bandung

- Being an assistant lecturer in Observation and Interview, Psychodynamic, and I/O Psychology class.
- Reviewed teaching activities and identified and implemented strategies to improve student learning outcomes.
- Dispersed, collected and graded assignments to give detailed feedback, including papers, quizzes and tests.
- Provided constructive and timely feedback to students to advise on areas of concern and suggest improvements.
- Performed various general administrative tasks such as filing, record-keeping and taking phone messages.
- Evaluated and supervised student activities and performance levels to provide reports on academic progress.

October  
2020

**TEST ADMINISTRATOR**

PT Sinergi Prakarya Sejahtera / Bandung

- Assists with duties related to administrative test in "Tes Psikologi Calon Pegawai Negara Sipil (CPNS) di Lingkungan Kementerian Perdagangan Tahun 2020".
- Inputs candidate's test result into psychograms.
- Inputs personal data of the candidate.

September  
2019

**ASSISTANT RESEARCHER**

Asosiasi Psikologi Positif Indonesia (AP2I) / Bandung

- Assists with duties related to the respondents that meet criteria of the research's topic.
- Prepares administrative duties in helping researcher send out questionnaire to respondents via online and offline.
- Assists respondents in filling out questionnaire by giving thorough instruction on how to fill the questionnaire.