

D.O.B. : September 1996  
Address : Slipi, West Jakarta

# REGINA DEA PANDHITA PUTRI

*Ingenious Fresh Graduate*

## PROFILE

I am a fresh graduate who have learning and development orientation. I spare my time by expanding my skills and knowledge through trainings, seminars or workshops, and observing educational clips. People acknowledge me as a creative, responsible, meticulous initiator. I am able to work independently with a minimum supervision and within a team. Through your organization, I am eager to implement my eligibility and contribute more for my community improvement.



## WORK EXPERIENCE

- **Lecturer Assistant (2021)**  
**Subject: Practice of Basic Intervention (Individual Counseling)**  
**Universitas Mercu Buana Yogyakarta**  
Assigned to assist, train, provide supervision to students in practicing counseling and grading practical assessments.
- **Administration Staff (2016)**  
**Giana Mayra Jewelry**  
Assigned to record product stock and assisted in editing photos to be uploaded to the store page.
- **Logistic Administration Staff (2014 - 2015)**  
**PT. Nusantara Compnet Integrator**  
Responsible for recording goods stock and reporting incoming/outgoing goods, making purchase requests, handling shipping and its invoice.

## ORGANIZATIONAL EXPERIENCE

- **Secretary Internship (2018)**  
**BEMF Psikologi UMBY**  
Responsible for correspondence, document archives and writing meeting minutes. For my outstanding performance, I was awarded as the best intern at the end of period based on members voting.

## EDUCATION

- **Bachelor's Degree in Psychology (2017 - 2021)**  
**Universitas Mercu Buana Yogyakarta**  
Focusing on Industrial and Organizational Psychology also on Social Psychology. Graduating at GPA of 3.74.
- **High School (2011 - 2014)**  
**SMA Stella Duce 1 Yogyakarta**  
Majoring in Language and graduating at 2nd place in class.


## CERTIFICATION

- **Senior Trainer (2021)**  
**LSP Universitas Mercu Buana Yogyakarta**


## SKILLS

English: <b>Proficient</b>
Interpersonal Communication: <b>Advanced</b>
Microsoft Office: <b>Advanced</b>
Google Workspace / G Suite: <b>Advanced</b>
Psychological Test Administration: <b>Advanced</b>
Interviewing: <b>Advanced</b>
Teamwork: <b>Advanced</b>
Data Processing: <b>Intermediate</b>
People Development: <b>Intermediate</b>

## CONTACT

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 Regina Dea Pandhita Putri