

NOVIA WAHYU PANGESTU

BACHELOR OF PSYCHOLOGY
(FRESH GRADUATE)



EDUCATION INFO

Psychology Major
at Indonesia University of Education
Bandung (2016-2021)
GPA 3.52

Mathematics and Natural Sciences Major
at 20 Senior High School
Bandung (2013-2016)
Report GPA 86,4

CONTACT INFO

Phone: +62 838 2238 8528
Email: nwahyupangestu@student.upi.edu
Instagram: [noviawah_](#)
LinkedIn: <https://www.linkedin.com/in/novia-wahyu-pangestu-82a3931a5/>

PROFILE

A fresh graduate from psychology that took interest in human development and educational psychology. During college actively participated in organizations and community service. Passionate to learn, and excited in conducting training and development programs that can help in sharing the benefits for many people.

Have experience in conducting the recruitment process, to volunteer training. Handled about 300 volunteers from various regions to be placed in various programs.

COMPETENCE

- Psychological assessment (Observations, interview, administration of Psychological test kits, psychological report)
- interpersonal skills (Public Speaking, effective communications, problem-solving and adapting)
- Familiar with software and application for work (Microsoft Office, Google Suite, Trello)
- Good English skills (in speaking, writing, and listening)
- Recruitment (selection, til placement)
- Conduct training & development program

INTERNSHIP EXPERIENCE

HUMAN RESOURCES ADMINISTRATION STAFF

Beewhite Management | Mar 2021 - now

- Manage more than 300 volunteers from various regions in Indonesia
- Manage a team of 12 people to design and execute volunteer training & development programs
- Conduct recruitment, selection, and placement of volunteers in various programs
- Direct the program technical to the volunteers in detail and systematically
- Assess the volunteer performances

ASSESSOR AUTISM AND HELPER

Rumah Autis Hasanah | Feb - Mar 2020

- Conduct an autism assessment (from observation to writing report) to help the teacher in making the learning program
- Help the teachers to prepare the student readiness before study with activities that train concentration and motor skills so that students are ready to learn

VOLUNTEER EXPERIENCE

MENTOR OF CHARACTER BUILDING PROGRAM

Beewhite Management | Sept - Nov 2020

- Deliver the character-building materials and challenges to elementary school students through online media consistently in 3-months with 12x online meetings.
- Conduct the fun & exciting learning media for children to developing a good character (with PowerPoint, self-made video, etc.)
- Establish good communication with teachers and parents to synergize in helping the character-building programs to be more optimal
- Succeeded in maintaining the activeness of participants as much as >85% for 3 months of the program

COORDINATOR OF MEDIA TEAM

Ramadan Online Project for High School student with Daya Harmoni Sentosa | Apr - May 2020

- Manage a team of 7 members in conducting Islamic program campaigns on social media during Ramadan
- Successfully increased the foundation's instagram followers (@dhs.bandung) by 2x and increased profile visits by 40%

ORGANIZATIONAL EXPERIENCE

COORDINATOR OF MUSLIMAH DEVELOPMENT BUREAU

UPI Student Islamic Units | Jan - Dec 2019

- Manage a team with 12 members from different majors to run a routine work program for 1 period
- Conduct self-development programs for Muslim women on campus with various contemporary themes and according to needs
- Successfully created a program with a consistent attendance of +- 50 participants

ECONOMICS EXPERT STAFF

Psychology UPI Executive Organisation | 2018 - 2019

- Provide advice and plan ideas for entrepreneurship program
- Assist the staff programs implementation

SECRETARY OF MUSLIMAH DIVISION

UPI Student Islamic Units | Jan - Dec 2018

- Manage administration in the division
- Record and document every division meeting and event
- Compile the divisional activity reports