

Lampiran 1.7 Surat Keterangan Pengalaman

Aisyah Shabihah



Sumatra Street Block D1 No.5 Kompleks Villa Bintaro Indah • South Tangerang, 15414 •
aisyahshabihah@gmail.com • +6281235674227 • www.linkedin.com/in/aisyahshabihah

Education

Pembangunan Jaya University August, 2019 – Present
Bachelor's Degree, Psychology. GPA: 3.16/4.00
11 Public High School South Tangerang August, 2016 – August, 2019
Science Major

Experiences

Himpunan Mahasiswa Psikologi (PSIVERBY) South Tangerang, Indonesia
Academics Coordinator July, 2021 – Present

- Became the coordinator of academic division for the psychology student association 2021-2022
- Supervising the performance of each member in the academic division and their progress inside the division itself
- Creating and arranging events related to psychology study program academics (webinar, study program gatherings, or socialization.)

Himpunan Mahasiswa Psikologi (PSIVERBY) South Tangerang, Indonesia
Documentation & Design Division August, 2020 – June, 2021

- Became a member of the documentation and design division for the psychology student association in 2020-2021
- Creating designs for social media content on the organization's Instagram
- Documenting events made by the organization
- Creating designs if an event needed one (banners, posters, flyers, etc.)

Activities

PROGATH 2020 South Tangerang, Indonesia
Documentation Division August 2020

- Documenting the whole event (recording and capturing in the process of said event)
- Choosing which picture or video that will be posted on social media
- Organizing the pictures and videos also creating a Google Drive folder for the documents

PSYGAMES & PSYGATHER 2020 South Tangerang, Indonesia
Documentation Division November 2020

- Documenting the whole event (recording and capturing in the process of said event)
- Choosing which picture or video that will be posted on social media

- Organizing the pictures and videos also creating a Google Drive folder for the documents

ILMPI Goes to Campus South Tangerang, Indonesia
Event Division December 2020

- Arranging, supervising and planning the event
- Making sure the event went steadily and as planned

PSYCUP 2021 South Tangerang, Indonesia
Design Division March-April 2021

- Designing posters, banners and contents for Instagram
- Designing posters for each competition that was held in PSYCUP 2021

PROGATH 2021 South Tangerang, Indonesia
Event Coordinator August 2021

- Arranging the event's rundown from the start until the end
- Supervising the event's committees and making sure that the event went as planned

Skills & Interests

Technical: Microsoft programs (Excel, Word, PowerPoint), Statistical Analysis (JASP), Canva, Adobe programs (Photoshop & Illustrator)

Language: English (fluent in both written and spoken) and Indonesian (native language)

Interests: English Debate, Designing Contents and Basic Programming

Soft Skills: Problem Solving, Team Work, Written and Spoken Communication, Adaptability and Time Management

Aisyah Shabihah

College Student

Address: Sumatra Street Block D1 No.5 Kompleks Villa Bintaro Indah, South Tangerang, 15414

Email Address: aisyahshabihah@gmail.com

Phone: +6281235674227

Dear Recruiter,

I was excited to learn about the Human Capital Intern vacancy from a relative of mine who works there and would greatly appreciate your consideration for my placement in this role. I've closely reviewed the needs and requirements for this role and believe that my qualifications have prepared me to contribute immediate value to your company.

While in college, I worked hard to hone my psychology skills in industrial and organization field since my curriculum focuses on recruitment and talent management. I am focused and attentive to detail when handling high-volume task loads to meet deadlines. I am inspired by making a positive impact by applying staff training skill (ex. Creating training modules) and my problem solving abilities allow me to address challenges to achieve results. I also have lots of passion and interest when it comes to children whether it be their mental development or just taking care and spending time with them.

My academic experiences have served me well in developing my problem-solving, planning and organization skills. I work well to use clear communication to interact professionally with co-workers, supervisors and children. I look forward to speaking with you regarding my skill set and attributes which I believe will serve as an asset to support your company. Please take a moment to review my attached resume thank you for your time and consideration

Sincerely,

Aisyah Shabihah

W G U N A