

# DAFTAR RIWAYAT HIDUP

## SALMA SYAHIRAH SUBIANTORO

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I'm currently an undergraduate psychology student at Pembangunan Jaya University. I highly motivated to be in recruiters and human resources field proven by the high passion I have for work that requires strong communication skill, organization, also my ability to do some psychological assessments. During college and organization, I proved that I am an organized, hard working, and reliable person.

### Work Experiences

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**Universitas Pembangunan Jaya** - Tangerang Selatan, Indonesia Feb 2021 - Aug 2022  
*Admission Intern*

- Manage and input student data or information into the campus portal

### Education Level

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**Universitas Pembangunan Jaya** - Tangerang selatan, Indonesia Jul 2020 - Jul 2024 (Expected)  
*Undergraduate in Psychology, 3.37/4.00*

- Received Intellectual Property Rights (IPR) for the work entitled "Visual Imagery"

**SMAN 7 Kota Tangerang** - Tangerang, Indonesia Jul 2017 - May 2020  
*High School Diploma in Science*

### Organisational Experience

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**Psychology Cup (PSYCUP) 2022** - Tangerang Selatan, Indonesia Dec 2021 - Jun 2022  
*Team Leader of Media Partner and Sponsorship Division*

- In charge of coordinating the team also distributing tasks for each staff
- Looking for opportunities to work with media partners and sponsors that suit the needs of the event
- Representatives to contact sponsors and media partners
- Prepare presentation materials for sponsorship meetings
- Arranged draft sponsorship and media partner packages
- Ensure that sponsorship packages and grant applications are complete, executed, and updated
- Follow up on staff performance and also update the event holders

**Students Association of Psychology (PSIVERBY)** - Tangerang Selatan, Indonesia Jul 2021 - May 2022  
*Staff of Public Relations Division*

- A liaison between internal and external parties
- Organize social media and compose captions as creative and interesting as possible
- Review and respond to media partner's invitation on e-mail
- Convey all important information about the organizations and events to the public

**ILMPI Goes to Campus** - Tangerang Selatan, Indonesia Dec 2021 -  
*Master of Ceremony*

- Guide the course of the event from start to finish according to the rundown

**PSYGTAKER 2021** - Tangerang Selatan, Indonesia Nov 2021 - Present  
*Mentor*

- Helping new psychology students to get to know more deeply about psychology major they are taking by providing related informations
- Guide new psychology students to be involved in every activities during the student orientation period

### Skills, Achievements & Other Experience

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- **Hard Skills:** Psychological assesment including based event interview (BEI), administration, scoring, and partial interpretation of: Intelligence Test (IST, TKD, CFIT), Work Attitude Test (Kraeplin, Pauli), Specific Ability Test (Tes E, Adkudag, PTP), Personality Test (Papi-Kostick, EPPS, DISC, and Projective Test such as Wartegg, DAM, BAUM, HTP), and Leadership Style Test (MSDT)
- **Hard Skills:** Operate Microsoft Excel to sorting data including using several shortcuts and formulas such as: SUMIF, COUNTIF, VLOOKUP
- **Hard Skills:** Can execute ideas into designs such as presentations, posters, or flyers creatively using Canva and Adobe Illustrator
- **Projects** (2022): Problem Solving (Goal Setting) Training provided to 30 participants with the aim of providing an understanding of