

# DAFTAR RIWAYAT HIDUP



## IRFANY PUTRI

081386177079 | irfany.putri@student.upj.ac.id | <https://www.linkedin.com/in/irfanyputri/>  
South Tangerang, Indonesia

I am a student majoring in Psychology at Universitas Pembangunan Jaya and have already been in my sixth semester with prior freelance experience as an associate roleplay in the company. Seeking any job, internship, or freelance in the psychological field internship to gain career experience. Able to demonstrate good communication, analytical, and problem-solving skill with extensive experience in both academic and non-academic activities.

### Work Experiences

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**SHL Indonesia** - Jakarta, Indonesia Feb 2022 - Present  
*Associate Roleplay*

- Conducting a character as requested in accordance with the needs of the assessment
- Assisting the assessor in order to reach a goal of the simulation which determines the behavior of 27 candidates starting from February 2022
- Ensure the role-play simulation met the standard

**Khalifa IMS School** - South Tangerang, Indonesia Jun 2023 - Present  
*Human Resources*

- Screening CVs from candidates.
- Searched for candidates as a subject teacher via LinkedIn and Job Street.
- Scheduled interviews of shortlisted candidates
- Make observations during the interview.
- Administered psychological tests to 30 teachers.
- Additional duties: as an assistant educational psychologist

### Education Level

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**Universitas Pembangunan Jaya** - South Tangerang, Indonesia Sep 2020 - Sep 2024 (Expected)  
*Undergraduate in, 3.38/4.00*

- Published an article with the title "No More Female Employee: Is that fair?"
- Contributed to research "Gambaran Motivasi Kerja Pengemudi Ojek Online yang beroperasi di Tangerang Selatan pada Masa Pandemi COVID-19"
- Contributed to research "Profil Kesejahteraan Subjektif Ibu Bekerja di Masa Pandemi Covid-19"
- Appointed as Master of Ceremony in the webinar "True Beauty: Reveal the Potential" (attended by 170+ participants)
- Volunteered on Campaign.com as a student ambassador

### Organisational Experience

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**UPJ Choir** - South Tangerang, Indonesia Jul 2022 - Present  
*Member of UPJ Choir*

- Contributed to Semua jadi Satu concert at Balai Sarbini as an artist
- Contributed to Satria Indonesia Project

**HIMA Psiverby** - South Tangerang, Indonesia Jun 2022 - Present  
*Coordinator of the Dokumentasi dan Desain division*

- Coordinated and Leded 3 division members
- Assisted organizations in meeting design need such as the design of event poster, Instagram Feeds, videos, etc.
- Responsible for the continuity of the work programs
- Supervised all work programs implemented

**Nadasamsara** - South Tangerang, Indonesia Oct 2022 - Present  
*Secretary*

- Administered and prepared organizational needs such as activity proposals and invitation letters
- Taked a note at every meeting

### Skills, Achievements & Other Experience

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- **Soft Skills:** Taking a decision, Work in a team, Communication skills, Problem Solving
- **Hard Skills:** Canva (Advanced), Microsoft Word (Medium-advanced), Microsoft Excel (Intermediate), Adobe Premiere Pro