



HR

P O R T F O L I O

D Y A H S Y I F A A U D R E Y A N A

ABOUT ME

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I'm **Dyah Syifa Audreyana**, a fresh graduate from Faculty of Psychology, Universitas Pancasila.

Along the way, I explored my passion for Human Resources by **joining an HR Bootcamp and gaining real-world experience as a Talent Acquisition Assistant at GOVOKASi**. These opportunities strengthened my skills in recruitment and candidate management, while also growing my interest in employee development and engagement. **I'm eager to continue learning and building a career in HR.**



EDUCATION

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2021 - 2025

Universitas Pancasila
Bachelor Degree in Psychology

GPA: 3.74/4.00 (Cumlaude)

Completing my degree in 3.5 years

- Industrial and Organization Psychology
- Observation and Interviewing Method
- Intelligence Assessment
- Personality Assessment
- Assessment Center Method

Apr - Oct 2025

Dibimbing.id
Human Resources Bootcamp
Non-formal Education



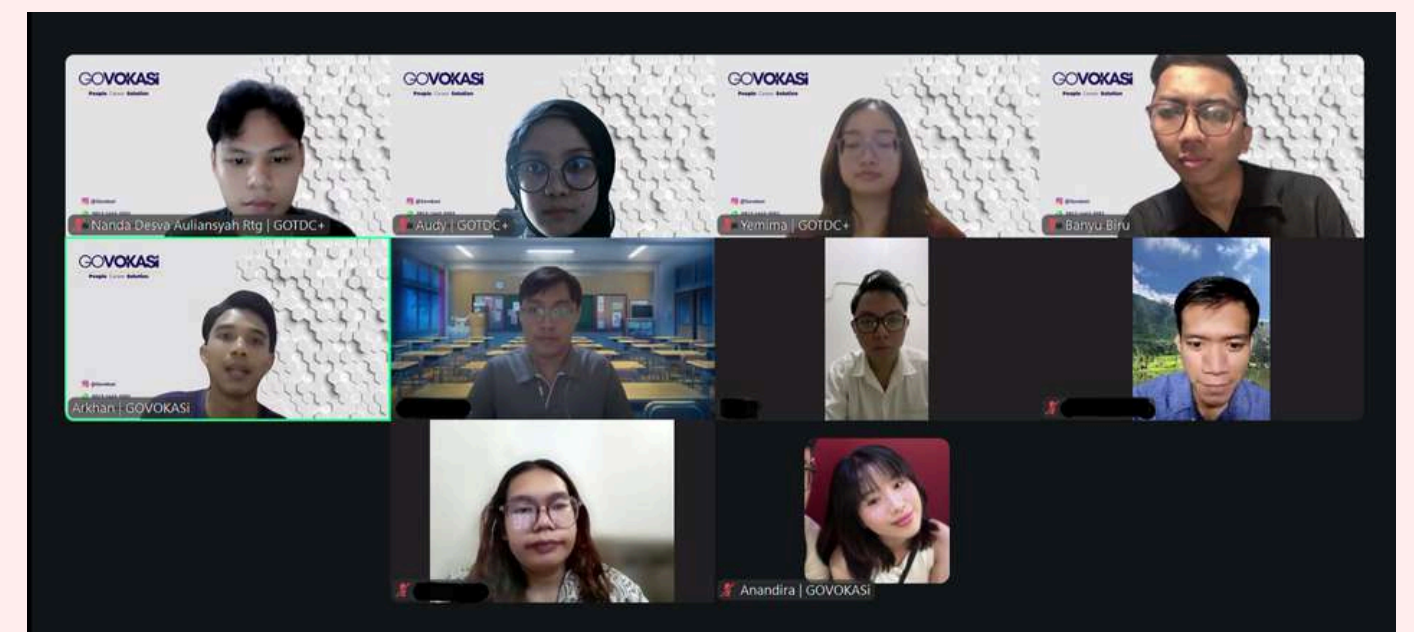
WORK EXPERIENCE

SEPT 2025 - PRESENT
GOVOKASi (Talent Management Industry)

Talent Acquisition Assistant

- Drafted job description + qualifications alignment with company partners' hiring needs
- Screening CV
- Job posting
- Assisted in quick interview process

GOTDC Team



Quick Interview with External Candidate

HR'S PROJECT

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RECRUITMENT & SELECTION

Recruitment & selection process,
job description, job advertisement,
and the results

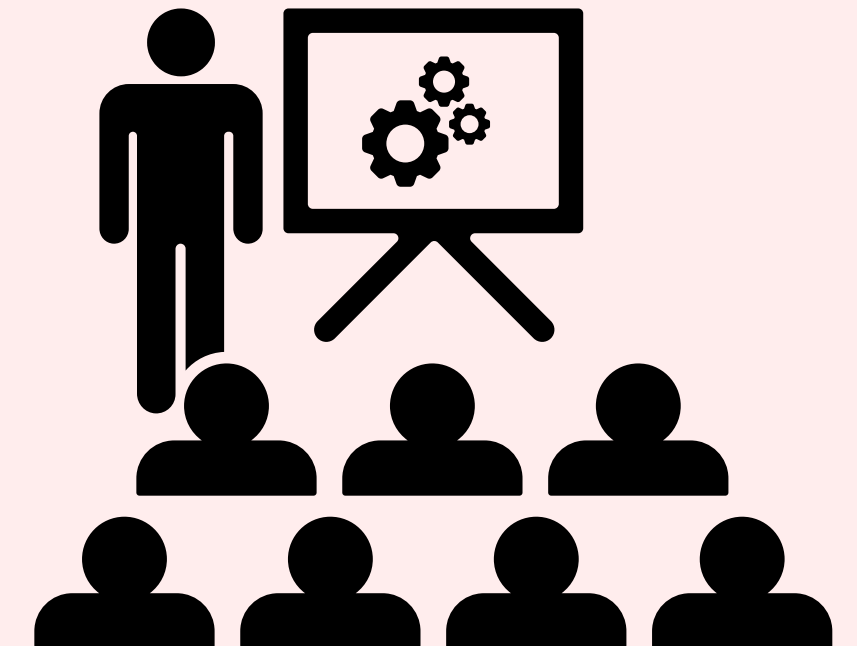
bit.ly/DSA_RecruitmentSelection



INTERVIEW

Conducting job description, job
requirement, interview
questions

bit.ly/DSA_Interview



TRAINING & DEVELOPMENT

Job preparation training for 3rd year
students of SMKN 1 TR, creating CVs,
interview, psychological test

bit.ly/DSA_TrainingDevelopment

HR'S PROJECT

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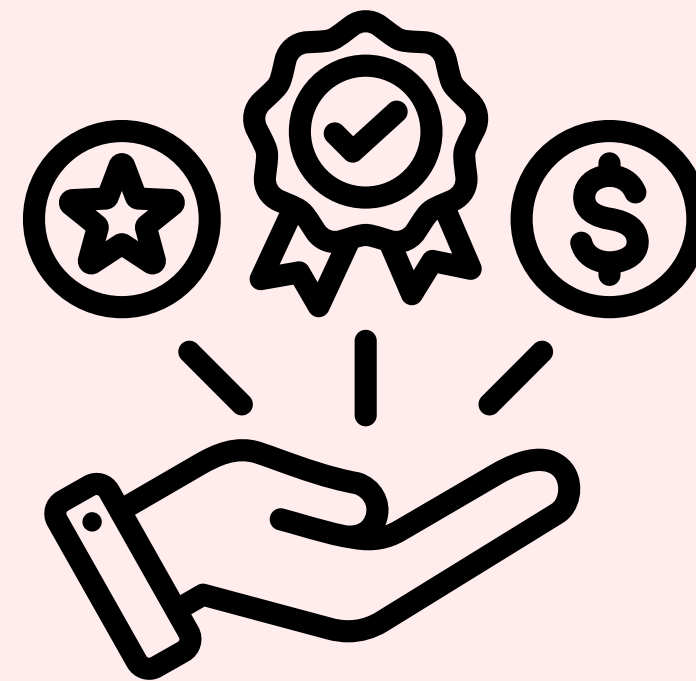
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PERFORMANCE MANAGEMENT

Performance Improvement Plan (PIP), enhancing HRD KPI related with Man Hour Training

bit.ly/DSA_PerformanceManagement



COMPENSATION & BENEFIT

Developing a competitive salary structure based on factors such as position, experience, and performance

bit.ly/DSA_CompensationBenefit



PAYROLL CALCULATION

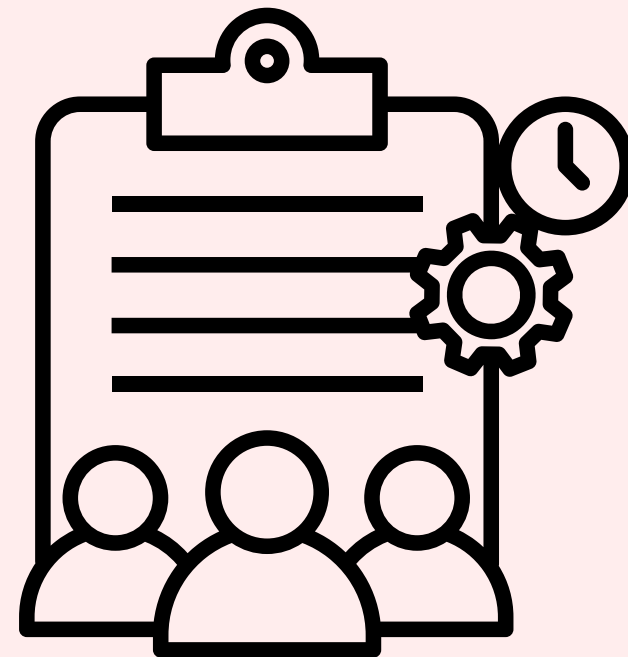
Salary calculation, gross salary, Net salary, overtime payment, taxes, BPJS

bit.ly/DSA_PayrollCalculation

HR'S PROJECT

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G A :

E V E N T P L A N N I N G

Developing an event proposal for
Family Gathering & Employee
Appreciation Day

bit.ly/DSA_GAEventPlanning



O F F B O A R D I N G

Developing offboarding process
for a company based on case
study

bit.ly/DSA_Offboarding

WORK EXPERIENCE

Yayasan Pulih (Non-profit Organization)

Clinic Administrative Intern

- PFA (Psychological First Aid)
- **Database** with Excel
- Conduct schedules, services, and administrative procedures for clients
- Assisted during administrative **onboarding process** for 5 new interns

APRIL - JULY 2025

Batch 1 Intern



WORK EXPERIENCE

**Elementary School of (Education)
Beji 2 Depok**
Kampus Mengajar Batch 7 (Kemendikbud)

Teaching Assistant

- Developing **16 educational programs**
- **Teaching** literacy and numeracy to 8 fifth-grade elementary school students (LINEAR Program)
- psychoeducation titled 'Introduction to 5 Types of Emotions'
- Designing Instagram account of **@km7_sdnbeji2depok**

FEB - MAY 2024

Linear Program



Psychoeducation

ACHIEVEMENT

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- Cumlaude honor - Universitas Pancasila (2025)
- Head Mentor - Universitas Pancasila (2022)



ORGANIZATIONS EXPERIENCE

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MAY 2023 - MAR 2024

Badan Perwakilan Mahasiswa Fakultas Psikologi UP (BPM F.Psi-UP)

- Chief of Commission I in the field of Study and Knowledge

SEPT - DEC 2022

Mentoring 2022, Faculty of Psychology UP

- Head Mentor

SKILLS

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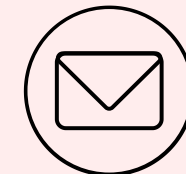


LETS CONNECT!

D Y A H S Y I F A A U D R E Y A N A



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Dyah Syifa Audreyana