



HIR

PORTFOLIO

DYAH SYIFA AUDREYANA

ABOUT ME

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.**



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EDUCATION

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



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W O R K E X P E R I E N C E

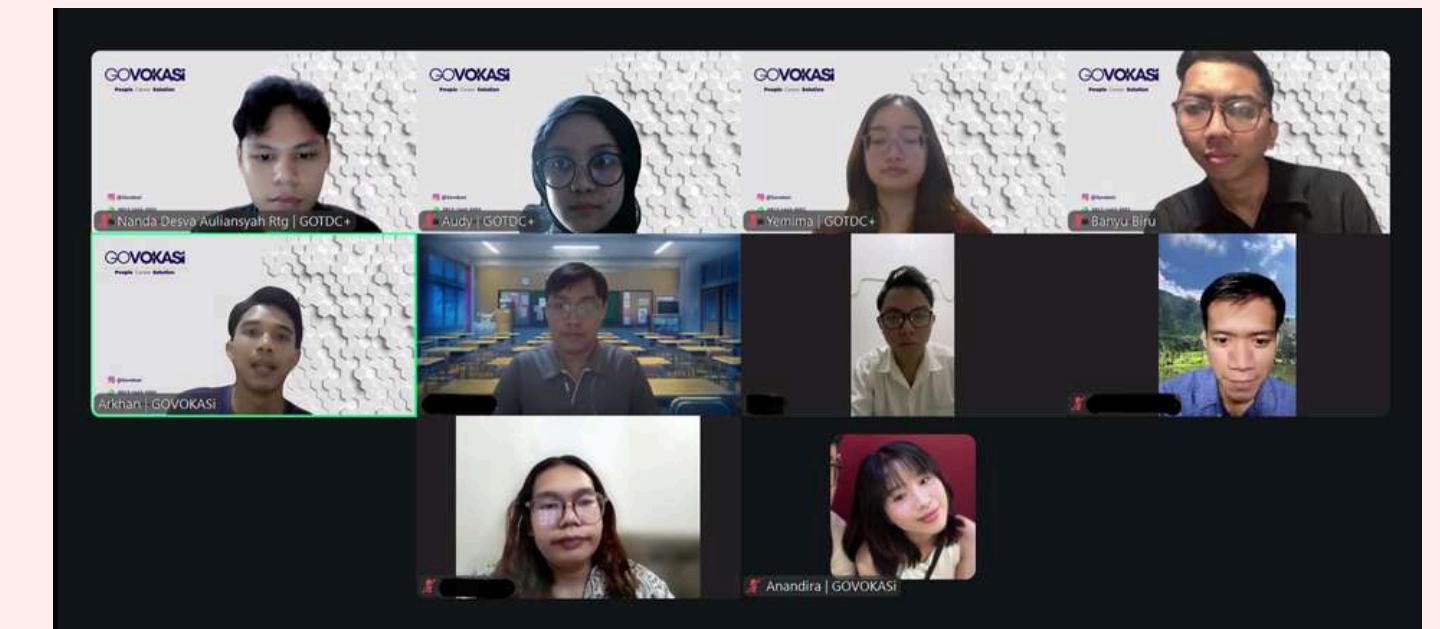
S E P T 2 0 2 5 - P R E S E N T

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

DIBIMBING.ID

APR - AUG
2025



RECRUITMENT & SELECTION

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

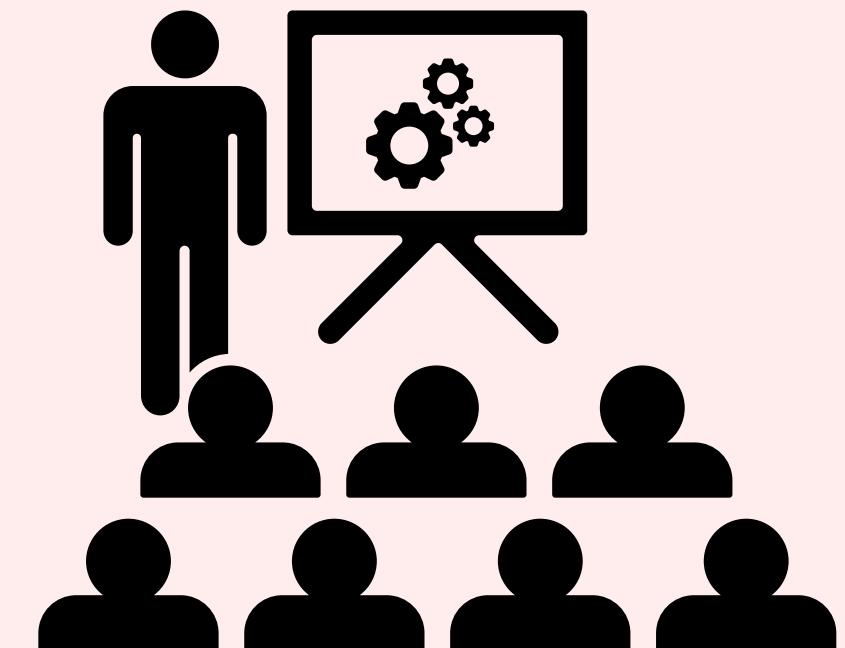
bit.ly/DSA_RecruitmentSelection



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

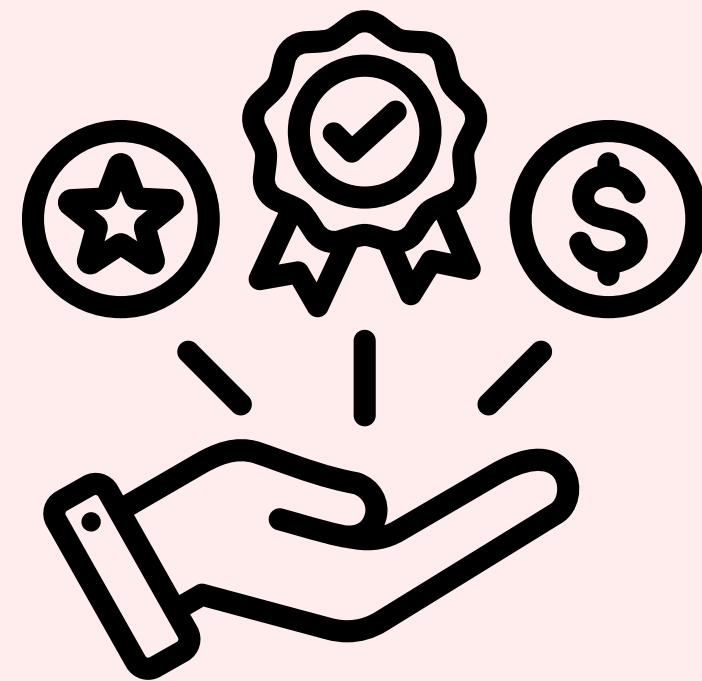
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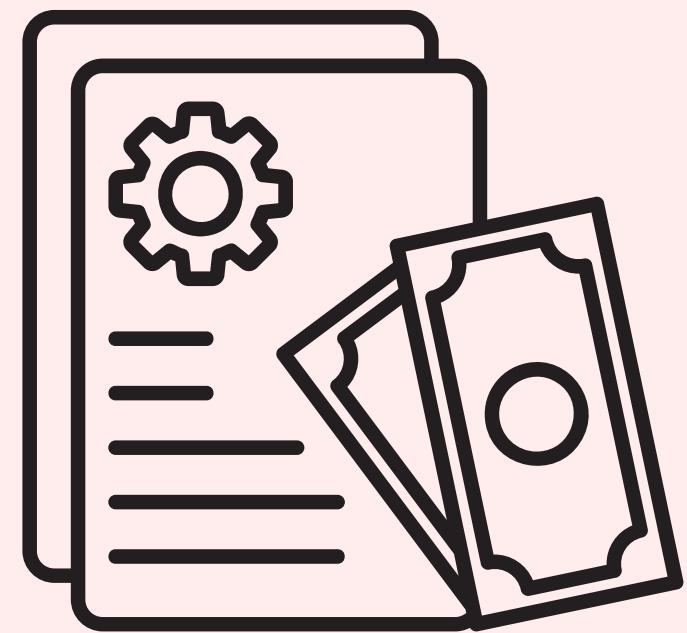
PERFORMANCE MANAGEMENT

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



COMPENSATION & BENEFIT

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



PAYROLL CALCULATION

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

 bit.ly/DSA_PerformanceManagement

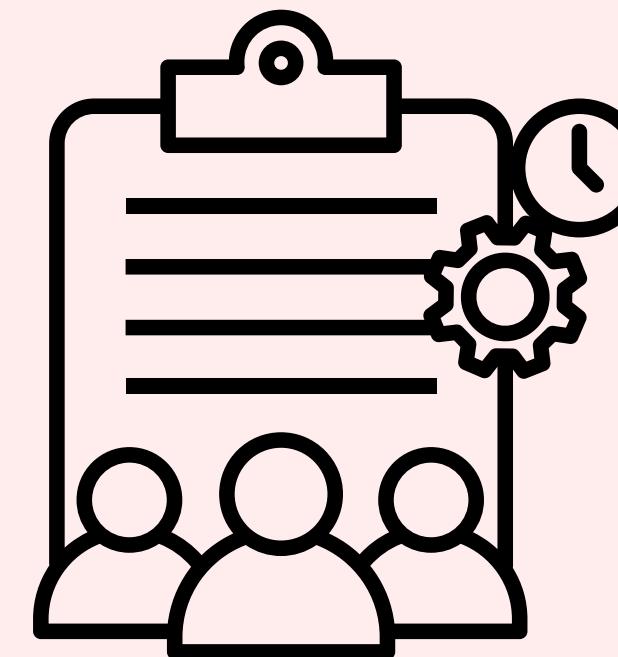
 bit.ly/DSA_CompensationBenefit

 bit.ly/DSA_PayrollCalculation

HR'S PROJECT

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2025



GA: EVENT PLANNING

Developing an event proposal for
Family Gathering & Employee
Appreciation Day

 bit.ly/DSA_GAEVENTPlanning



OFFBOARDING

Developing offboarding process
for a company based on case
study

 bit.ly/DSA_Offboarding

W O R K E X P E R I E N C E

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

A P R I L - J U L Y 2 0 2 5

Batch 1 Intern



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W O R K EXPERIENCE

F E B - M A Y 2 0 2 4

**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**

Linear Program



Psychoeducation

ACHIEVEMENT

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



ORGANIZATIONS EXPERIENCE

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M A Y 2 0 2 3 - M A R 2 0 2 4

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

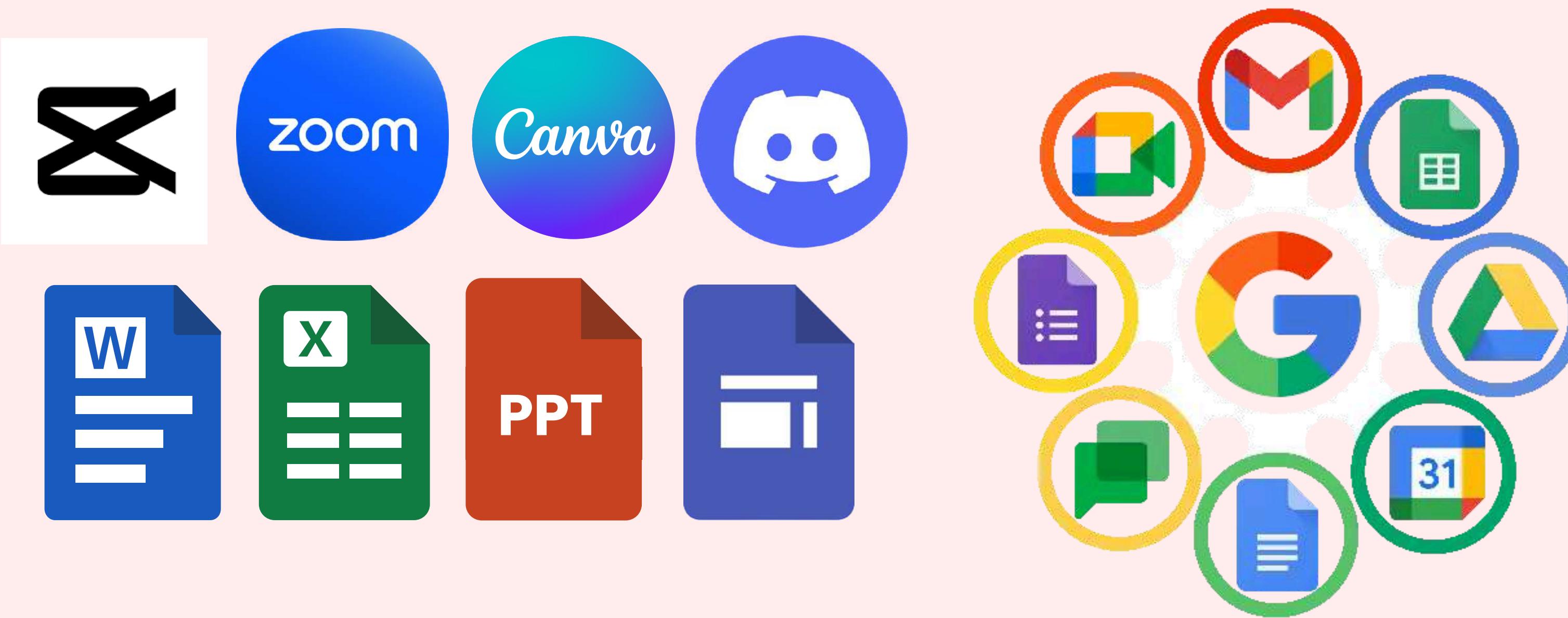
- Chief of Commission I in the field of Study and Knowledge

S E P T - D E C 2 0 2 2

**Mentoring 2022, Faculty of
Psychology UP**

- Head Mentor

SKILLS

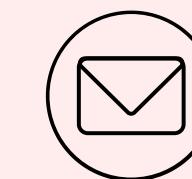


LETS CONNECT!

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