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Bogor, Indonesia

SUMMARY

Fresh Graduate from Brawijaya University majoring Psychology who have experiences as a People Development associate at Praktis, Coordinator HR intern at CV Psylution Indonesia, and HR Staff at CGI Creative Lab. Familiar with HR skills such as training and development, technical competencies development, and end-to-end recruitment. Keen on learning more and working in the Human Resource field. My expertise in public speaking and manpower management was also acquired through my activities in several organizations.

EDUCATION

Brawijaya University, Malang, Indonesia

Bachelor of Psychology. GPA: 3.74 of 4.00

Aug 2020 – Jul 2024

- **Relevant Coursework** : Industrial and Organizational Psychological Assessment, Organizational Change Management, Human Resource Psychology, Training Design and Management, Psychological Test Tools, Psychological Intervention, Group Dynamics.
- **Thesis Title** : The Relationship of Career Development with the Performance of Brawijaya University Educational Staff.
- **Software** : SPSS Statistic, Canva, CapCut, Microsoft Office, Google Workspace.

Tempat Belajar

Fullstack Human Resources Bootcamp

Nov 2023 – Mar 2024

- **Coursework** : Talent Management, Recruitment Process, Key Performances Measures, Performance Appraisals, People Development, Legal & Administration, Conflict Management, Industrial Relationship

CORE COMPETENCIES

- Recruitment
- Leadership
- Performance Appraisal
- People Development
- Photo and Video Editing
- Strategic Planning
- Time Management
- Public Speaking

WORK EXPERIENCES

PT. Prakasa Triputra Solusi (Praktis), Jakarta, Indonesia

People Development Associate

Sep 2024 – Present

- Planned and executed training agendas to ensure seamless program delivery.
- Develop follow-up activities for the operation development program to reinforce learning outcomes.
- Formulate technical competencies documents tailored to the needs of the footwear business unit.
- Source training vendors according to the company needs
- Monitored employee KPI compliance and accurately input data into the HRIS format to maintain up-to-date records and support performance management processes.

CV Psylution Indonesia, Jakarta, Indonesia

Human Resource Intern Coordinator

May 2022 – Aug 2022

- Became the Best Coordinator in batch #4
- Organize internal gathering event for all new interns
- Became the Master of Ceremony in internal gathering event for new interns
- Managing performances appraisal for all interns
- Coordinating with the CEO regarding job analysis for the next batch
- Conduct end-to-end recruitment process for 50+ applicants
- Controlling Human Resources staff performances

PT. Citra Gema Indonesia (CGI Creative Lab), Bali, Indonesia

Human Resource Intern

Mar 2022 - Jun 2022

- Responsible for creating recommendation letters for previous batches of interns, ensuring accurate documentation of their achievements and contributions.
- Create a performance appraisal program using a 360 degree assessment method.
- Conceptualizing job description and requirements of next internship program through guidebook.
- Perform recruitment process on 50+ applicants for the next batch of internship program

CV Psylution Indonesia

Human Resource Intern

Mar 2022 – Apr 2022

- Responsible for supervising the performance of the project officer division
- Organize internal gathering event for new interns
- Perform end-to-end recruitment process for Project and Campaign Officer

ORGANIZATIONAL EXPERIENCES

FISIP UB Student Representative Council

Chairman of the Budget Committee & Member of Commission III **Jan 2023 – Jan 2024**

- Conduct review and amendments to Ketetapan Peraturan Keuangan LKM & Komunitas FISIP UB.
- Designing budget committee programs and KPIs
- Allocating budget ceiling to faculty student organizations according to Ketetapan Peraturan Keuangan LKM & Komunitas FISIP UB.
- Distribute reward funds to organizations that meet the indicators in Ketetapan Peraturan Keuangan LKM & Komunitas FISIP UB
- Audited the finances of faculty student organizations
- Publish quarterly financial reports of faculty student organizations

- Implemented a program to capture aspirations from student organizations on a quarterly basis.
- Perform advocacy between faculty student organizations and faculty bureaucrats.
- Responsible for controlling the performance of members and staff of the budget committee
- Supervise the ministries of Arts and Sports Ministry, Creative Economy, and Innovation & Work of the Student Executive Board FISIP UB based on UU Pengawasan BEM FISIP UB.
- Construct 5+ supervising reports on the activities of the student executive body.

Open Your Mind Indonesia

Head of Training and Development

Mar 2022 – Aug 2022

- Design and organize 3 training programs to members of the organization based on the need analysis report
- Receive the monthly Best Head of Division in March 2022
- Supervising the performance of Training and Development Staff

FISIP UB Student Representative Council

Staff of Legislative Committee & Commission IV

Mar 2021 – Jan 2022

- Helping the Student Council Member in constructing laws and regulations Based on UU Pembentukan Peraturan Perundang-undangan.
- Supervising the Ministry of Student Development based on UU Pengawasan BEM.
- Becoming the Chief Executive for the Legislative Class Project.

OTHER EXPERIENCE

Legislative Class Project

Chief Executive

Oct 2021

- Raised the theme "The Twists and Turns in the Formation of Legislative Regulations"
- Invited 2 speakers from the people representative council and political activists
- Successfully attracted 100+ attendants.

Psychohouse Project

Head of Security Division

Oct 2021

- Responsible for creating standards of procedures for committee, participants, and honorary guests.
- Succeeded in ensuring the conduciveness of each series of activities.

ACHIEVEMENTS, SKILLS & LANGUAGE

- **Achievements:** Best Coordinator Intern in CV Psylum Indonesia, March Best Head of Division in Open Your Mind Indonesia
- **Soft Skills:** Public Speaking, Interviewing, Teamwork, Critical & Analytical Thinking, Problem Solving, Leadership, Negotiation.
- **Hard skills:** Excel | Word | SPSS | Canva editing | Google Tools
- **Language:** Indonesian (Advance) | English (TOEFL ITP: 587, Intermediate)