



# Hifza

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Cilandak, Jakarta Selatan, 12450.

An freshgraduate (graduate on August 2024) at Faculty of Psychology, Universitas Indonesia. During college, participated in several activities such as organization, community, and internship. Had several Psychology work experiences, focusing on Human Resource and Educational Psychology. Experienced in Job Descriptions, Organizational Structures, HR Interviews, and School Psychologist administration. Passionate to learn new skills, curiosity to explore new things. and looking for new opportunities.

## Work Experiences

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### Gilland Group

Jul 2024 - present

*HR Recruitment Staff (on-site, contract)*

- End to end recruitment process process for all manpower request from Gilland Group.
- Attracting suitable candidates through databases, online employment forums, social media, etc.
- Conducting interviews and sorting through applicants to fill open positions.
- Assessing applicants' knowledge, skills, and experience to best suit open positions.
- Completing paperwork and administration for new hires & conduct new employee on boarding process.

### Fore Coffee

Jan 2024 - Jul 2024

*Talent Acquisition & Organization Development Internship (hybrid)*

- Attracting suitable candidates through databases, online employment forums, social media, etc.
- Facilitate interviews between candidates and users, sorting through applicants to fill open positions.
- Assessing applicants' knowledge, skills, and experience to best suit open positions.

### Bali United Football Club & United Creative

Sep 2023 - Jan 2024

*Talent Acquisition Internship (on-site)*

- End to end recruitment process process for all manpower request from Bali United Group.
- Design and implement overall recruiting strategy.
- Attracting suitable candidates through databases, online employment forums, social media, etc.
- Conducting interviews and sorting through applicants to fill open positions.
- Assessing applicants' knowledge, skills, and experience to best suit open positions.
- Completing paperwork and administration for new hires & conduct new employee on boarding process.
- Connect with University or any job Platform for Partnership.

### Al-Izhar Pondok Labu

Jul 2022 - Oct 2022

*School Counselor Assistant Internship (on-site)*

- Make observations in class 3-4 times a week.
- Help School Psychologist for assessment & handle administrative reports after making observations.
- Help and teach Guidance and Counseling lessons in class and make administrations.
- Create learning materials for online and offline learning (with Google Slide).

### PT. Indonesia Intelektual Akademi

Feb 2022 - May 2022

*Assistant Teacher Internship (remote)*

- Help teachers work on dozens of weekly reports and create learning materials.
- Become a committee on several events with success around 70% -80%.
- Teach about 8 class in one week with dozens of students.

## Education Level

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**Universitas Indonesia - Depok, West Java.**

Graduate on August 2024 in Psychology, 3.36/4.00

**66 Senior High School Jakarta - Cilandak, South Jakarta.**

Jul 2016 - Jun 2019

## Skills

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**Soft Skills:** Active Listening, Communication skills (especially Assertive Communication), Leadership, Team Work, Team Management, Time Management, Adaptive, and Teaching.

**Hard Skills:** Canva, Reels and Infographic Content, Microsoft Office, Google Office Suite, Online Conference Platform (Zoom Meeting, Google Meet, Microsoft Teams), Job Post and Hiring Platform (LinkedIn, Glints, Deals and many more).