

Listya Andini

(+62) 85776945350 | [Email](#) | [LinkedIn](#) | [Portfolio](#)
South Tangerang, Banten, Indonesia

About Me

A final-year Management student from UPN "Veteran" Jakarta, class of 2021, with experience in human resources, event management, and partnerships. I have a strong interest in exploring various fields to enhance my potential and add value to myself. I am currently focused on seeking opportunities to gain professional experience through the entry-level position I am applying for. I aspire to build a career in the field of human resources.

Education

Universitas Pembangunan Nasional Veteran Jakarta **Aug 2021 – Present**
Bachelor's Degree in Management – GPA 3.83/4.00

Supporting Courses: Human Resources Management, Compensation Management, Organizational Behavior, Talent Management, Human Resources Planning

Internship Experiences

PT Telkom Indonesia (Persero) Tbk **Feb 2024 – Jun 2024**

Organization Development

- Created 76 mission statements for new positions by combining multiple job functions with Google spreadsheets
- Filled 90 new positions with job functions based on available job responsibilities with Microsoft excel
- Reviewed the word usage in the job responsibilities for each different band position
- Created a March article related to information on employee pension fund management in Telkom Group with Canva
- Learn the process of classifying employees with capacity and performance assessments as a reference in utilizing talent in a sustainable manner
- Understanding the employee talent mobility process at PT Telkom Indonesia
- Compared talent mobility agreements from 6 subsidiaries that have implemented talent mobility with PT Telkom Indonesia
- Identified the differences between the 6 talent mobility agreements
- Standardized the talent mobility agreement so that there's no significant differences
- Revised the talent mobility agreement as many as 20 clauses to become a template for PT Telkom Indonesia to practice talent mobility with Microsoft word

PT Ousean Global Digital

Jun 2023 – Oct 2023

PIC of Talent Acquisition

- Created internship agreements for interns and management totaling 44 document
- Developed Ousean batch 6 database template with 147 data with Google Spreadsheets
- Developed and improved the employment contract collection form with Google form
- Managed the concept and technical recruitment of internship activities for batch 7 with Google Slide
- Successfully obtained 2,278 applicants for the batch 7 internship program accumulated from glints, Instagram, LinkedIn, media partners, and community partner platforms

- Selected 112 out of 134 apprenticeship candidates for staff positions
- Selected 23 out of 23 internship candidates for management positions
- Provided a talent pool of 36 people in 4 months from the backup candidates
- Managed leave of absence 4 times during 4 months of internship
- Managed 12 resignations during 4 months of internship

Yayasan Karya Anak Milenial Indonesia (KAMI Foundation)

Jan 2023 – May 2023

Human Resource Development Staff

- Executed several projects assigned by the Head of HRD
- Designed and implemented training activities for 4 divisions under the marketing department with Google spreadsheets and document
- Conducted an assessment of the performance of the marketing communication department with Google spreadsheets, especially the marketing project, marketing strategist, public relations, and fundraising subdivisions totaling 30 people
- Conducted recruitment activities for the head of the marketing project division on Instagram with a total of 8 applicants out of a requirement of 1 person
- Achieved 939 applicants from Instagram and met the total Man-Power Planning needs of 93 people

Honors and Awards

Masa Bimbingan Manajemen by HIMAS1Manajemen

Aug 2024

- Speaker with the material “how to build a good CV”

RINGTINGMATCHA by HIMAS1Manajemen

May 2024

- Speaker with the material curriculum vitae preparation

MSIB FEST 2024 by Beyond.msib

Apr 2023

- Speaker with material on CV preparation and tips and tricks for interview success

Economic Career Day (ECD) by BEM FEB UPN Veteran Jakarta

Oct 2023

- Best assignments and participants

Yayasan Karya Anak Milenial (KAMI Foundation)

Apr 2023

- Best staff in April with total performance reached 98.50/100.00

Certificate

Bootcamp in Business Development

Nov 2024

By Rocket Digital Academy

- Learned about segmentation, targeting, and brand positioning, leads, inbound and outbound canvassing, USP and STP

Skills & Competencies

Hard Skills: Microsoft Office, Canva, Corel Draw, Google Workspace, Data Driven, Administration

Soft Skills: Leadership, Teamwork, Critical Thinking, Attention to Detail, Relationship Building, Time Management, Public Speaking, Communication, Ability to learn, Creative Thinking Processes, People Management