

DHIYA ZARQA RIFAI

082298728325 | dhiyazarqa20@gmail.com | www.linkedin.com/in/dhiyazarqa

South Tangerang, Indonesia

Fresh graduate from Diponegoro University majoring in Psychology with interested in pursuing a career in Human Resources. She has a good communication skill, teamwork ability, and adaptability honed through participation in various organizations and internships in government organizations in the psychology department. Familiar with psychological test tools, code of ethic, labor laws and Microsoft Office, which have been further developed through several relevant training sessions.

Education Level

Universitas Diponegoro - Semarang

Sep 2020 - Aug 2024

Undergraduate Psychology, 3.65/4.00

- Honors : Cumlaude
- Relevant Coursework : Research, Academic Writing School, Career Plan, Training Camp
- Actively participates in more than 10+ campus events, such as competitions, webinars, and skills training workshops

SMAN 2 Tangerang Selatan

Jul 2017 - Jun 2020

- Actively participates as secretary taekwondo extracurricular and taekwondo athlete

Work Experiences

Kepolisian Daerah Jawa Tengah - Semarang, Central Java

Feb 2023 - May 2023

Psychology Divison Intern

- Directed and analyzed 7+ psychological tests such as Kraeplin, Pauli, TIU, 16PF, Army Alpha, Wartegg, HTP, BAUM, DAM, etc.
- Responsible for leading the ice-breaking during counseling group for 20+ police officers.
- Performing duties as a psychologist assistant during the interview test for candidates to ensure an objective and effective selection process with accurate analysis.
- Examined police officer mental health by using Maslach Burnout Inventory (MBI) to support their performance

ReadyLearn

Oct 2021 - Dec 2021

Mentor Freelance

Education technology startup that provides access to improve and even out the quality of education in Indonesia.

- Creating a presentation about the Psychology major to provide clear and engaging information to the audience with a structured approach
- Built an hacks to be accepted at SNMPTN in the form of a booklet, especially for Psychology majors.
- Inspected 10+ mentee's report card scores to adjust the different levels of each university's competition

Organisational Experience

Research School 3

Aug 2022 - Dec 2022

Public Relation

- Worked as a liaison and point of communication between speakers and staff
- Communicate with stakeholders including heads of field about progress and roadblocks regarding participants of the events
- Successfully encouraged 100+ participants to join
- Carry out social media functions as a means of new student communication

PKKMB Pendidik & LKMM-PD

Aug 2022 - Oct 2022

Fasilitator

- Assess new student assignments given by lecturers
- Handled a new student team of 10 members during regeneration period
- Worked as a liaison and point of communication between staff members and new students

Psikologi Hijau

Dec 2021 - Dec 2022

Secretary 1

- Responsible for all of the organization's administrative document to ensure the organization perform optimally
- Build organization's administration standard operational procedure resulted in improvement of efficiency by 85%
- Collaborate with treasurer to support administrative work
- Manage 2 team members to achieve goals of secretary division

Skills and Interest

- **Hard Skills:** Experience in operating Psychological test, Microsoft 365 and Google Suites.
- **Soft Skills:** Leadership, Teamwork, Problem Solving, Analytical Thinking, Critical Thinking and Logical Thinking.
- **Designing and Editing:** Intermediate level in operating Canva, VN Vidio Editor and CapCut.