

ANGELA MERICI ALDA

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SUMMARY

Fresh graduate in Psychology from State University of Malang, specializing in Human Resources. Experienced as an HR intern with a focus on employee administration, along with organizational experience in various roles such as secretary and treasurer, and participation in multiple committees. Skilled in Microsoft Office, Google Workspace, and HRIS systems. Motivated to apply academic knowledge and interpersonal skills to enhance employee performance through effective human resource practices.

WORKING EXPERIENCE

PT Semen Indonesia Logistik

Jun 2023 - Oct 2023

HR (Intern) | Internship

- Monitored and prepared employee attendance reports using attendance management systems.
- Scheduled and managed employee Medical Check-Up (MCU) using Excel/Sheets.
- Assisted in maintaining HRIS (SAP-SF) for employee data, organizational structure, and KPI monitoring.
- Designed Key Performance Indicators (KPIs) and support Fit and Proper assessments.
- Conducted exit interviews to improve employee retention strategies.

ORGANIZATIONAL EXPERIENCE

K-Po—Faculty Student Activity Unit

Feb 2022 - Mar 2023

Treasurer | Organization Treasurer

- Prepared financial plans and reports.
- Directed and supervised financial projects results by 100%.
- Developed a monitoring system and increased effectiveness by 70%.
- Achievement: 1st Place in Financial Administration.

KPU—Faculty of Psychology

Nov 2022 - Jan 2023

Publication, Design, and Documentation | Volunteer

- Developed publication materials.
- Managed social media accounts to promote activities.
- Design, distributed, and uploaded content across various platforms.
- Coordinated with cross-functional teams using Meet.

K-Po—Faculty Student Activity Unit

July - Okt 2022

Secretary | Event Committee Secretary

- Arranged agenda using Google Workspace to reduce human error and increased effectiveness.
- Efficiently managed documents to ensure accuracy and timely completion.
- Accumulated activity reports.
- Handled participant registration.

IKK—Student Activity Unit

Mar - May 2022

Event Planning Committee | Event Committee Member

- Formulated activity concepts and detailed plans.
- Organized schedules and regulated logistics.
- Identified and invited relevant talent.
- Resolved potential challenges during events by 50%.

IKK—Student Activity Unit*Registration Committee | Event Committee Member***Jan - Feb 2022**

- Established registration SOPs for participants.
- Verified data, generated participant lists, and issued IDs.
- Coordinated information dissemination to participants, significantly reducing miscommunication.
- Archived all registration data.

K-Po—Faculty Student Activity Unit*Fundraising Committee | Organization Member***Sept - Dec 2021**

- Formulated fundraising strategies.
- Collaborated with external partners.
- Organized fundraising activities utilizing Google Workspace.
- Monitored and assessed fundraising programs.

IKK—Student Activity Unit*Fundraising Committee | Event Committee Coordinator***July - Sept 2021**

- Planned and developed online fundraising strategies and increased target achievement by 20%.
- Supervised team members in executing their tasks through social media.
- Managed and organized fundraising activities utilizing Google Workspace.
- Analyzed and evaluated fundraising programs.

IKK—Student Activity Unit*Fundraising Committee | Event Committee Member***Mar - Apr 2021**

- Devised fundraising online strategies.
- Identified potential funding sources.
- Organized fundraising activities utilizing Microsoft Office.
- Examined evaluated fundraising programs.

EDUCATION

Bachelor of Psychology, Industrial and Organizational Psychology

State University of Malang

Sep 2020 - Sep 2024

- Cum laude, GPA: 3.79/4.00
- 3rd Best Graduate

EXPERTISE

- **Languages:** Indonesian, English
- **Hard Skills:** HRIS systems, employee administration, Microsoft Office Suite, Google Workspace, IBM SPSS, SAP-SF, Hadirr.
- **Soft Skills:** Attention to detail, communication, adaptability, leadership, problem-solving, team collaboration.