

SHADA ADIVARI

Tangerang Selatan, Banten, Indonesia • +6281809664497 • shada.adivari02@gmail.com
[linkedin.com/in/shada-adivari](https://www.linkedin.com/in/shada-adivari)

SUMMARY

As a Psychology graduate with hands-on experience in recruitment support, psychological assessment, and stakeholder coordination, I have developed strong capabilities in communication, data handling, and interpersonal engagement. Through my involvement in assessment centers and survey projects, I have demonstrated the ability to manage participants, ensure process efficiency, and support data-driven decision-making. I am highly motivated to contribute in roles related to human resources, talent development, and people operations.

EDUCATION

Bachelor of Psychology – Universitas Islam Negeri Jakarta

Aug 2021 - Aug 2025

- **GPA 3.7/4.00**

Relevant Coursework: Psychological Assessment, Industrial Psychology, Research Methods, Behavioral Analysis

WORK EXPERIENCE

CIMB NIAGA Finance

Feb - Apr 2026

Credit Marketing Officer

- Marketed used car financing products to prospective customers, generating 4 leads per week
- Conducted credit feasibility analysis to assess customer eligibility and repayment capacity
- Reviewed customer documentation and ensured compliance with company policies and risk management standards
- Built partnerships with used car dealers, contributing to increased financing referrals and sales growth

Project Associate

Sep - Oct 2025

Experd Consultant

- Supported early-stage recruitment processes by handling participant inquiries and providing guidance on online testing procedures, ensuring a smooth candidate experience for thousands of candidates.
- Coordinated communication between assessors and 24+ participants daily, ensuring adherence to assessment schedules and smooth execution of evaluation processes.
- Managed end-to-end assessment operations, resolving technical and procedural issues while maintaining a structured and professional assessment environment.

Research Surveyor

Mar 2025

Poltracking Indonesia

- Conducted data collection on public satisfaction regarding government performance through structured surveys and interviews, engaging with 200+ respondents daily over a 2-week period.
- Communicated directly with respondents to ensure clear understanding of survey objectives while maintaining a professional and unbiased approach.
- Maintained and updated survey records, ensuring accurate documentation and data readiness for analysis by senior research teams.

Psychology Intern

Aug - Nov 2024

Dinas Psikologi TNI AU

- Conducted psychological assessment scoring and interpretation, ensuring data accuracy across dozens of participants
 - Developed training modules and adapted psychological materials for real-world application
 - Contributed to mental health workshops and field activities, supporting program implementation and participant engagement
-

Leadership Experiences

Staff of Division Logistic, TEDxUIN Jakarta

Dec 2023 - Apr 2024

- Coordinated logistics and venue selection for TEDx event, supporting execution for 200+ attendees
- Managed procurement and equipment readiness, ensuring all event requirements were fulfilled on time
- Collaborated with cross-functional teams to streamline logistics operations and improve efficiency

Staff of Division Logistic, Psychofair 2023

Jun - Jul 2023

- Collaborated with 5+ cross-functional teams to secure event venues aligned with program goals, supporting smooth execution for 100+ participants.
- Led procurement coordination for event equipment and materials, ensuring 100% readiness and availability across all departments.
- Managed end-to-end logistics for events with dozens of participants, maintaining operational efficiency and seamless on-site execution.
- Streamlined procurement tracking and coordination, ensuring timely delivery and effective distribution of resources across multiple divisions.

Staff of Division Public Relation, Psychology Classmeet 2022

Nov 2022

- Coordinated communication between organizing committee and 60+ participants, ensuring smooth collaboration with multiple class representatives.
- Managed stakeholder engagement, including drafting official permits and maintaining sponsor relationships to support event execution and visibility.
- Served as liaison officer and primary point of contact, ensuring clear information flow and effective coordination across participants and committees.
- Led planning and execution of an e-sports competition category for 60+ participants, including scheduling and operations, ensuring seamless and on-time delivery.

Staff of Division Public Relation, ARESTA 2019

Aug 2018 - Apr 2019

- Coordinated communication between organizing committee and 400+ participants across multiple schools, ensuring smooth collaboration and information flow.
- Managed stakeholder engagement by drafting official permits and securing approvals from target schools to support event participation.
- Built and maintained partnerships with sponsors and media partners, securing support and increasing event visibility and coverage.
- Led scheduling and event operations, ensuring seamless coordination, smooth transitions, and on-time execution of all activities.

ADDITIONAL INFORMATION

- **Skills:** Microsoft Office, Google Workspace, Canva, Data Handling, Psychological Assessment
- **Languages:** Indonesian (Native), English (Intermediate)