



Kezia Damaris
Human Resource Development

+6285778436523
kezia.sitorus2004@gmail.com
linkedin.com/in/kezia-damaris-8370a8312
Depok, Indonesia

SUMMARY

Psychology student seeking an HRD internship. Have completed internships at two different offices and have been actively involved in various academic and organizational activities during my studies. Proficient in HRIS software and data analysis using MS Excel. Strong communication and interpersonal skills. Eager to apply knowledge of recruitment, training, and employee relations in a professional setting.

EXPERIENCE

Recruitment Intern 01/2026 - 04/2026
PT Dekoruma Inovasi Lestari

- Conducted candidate sourcing and screening based on job qualifications through various recruitment portals such as Kalibrr, Pintarnya, JobStreet, and Glints.
- Actively performed talent hunting via LinkedIn, including identifying potential candidates, initiating outreach, and engaging candidates to introduce job opportunities.
- Organized and coordinated mass interview schedules twice a week, handling 10–20 candidates per session.
- Conducted HR interviews to assess candidates’ qualifications, experience, and cultural fit with the company.
- Scheduled and coordinated further interviews between candidates and hiring managers/users.
- Managed the end-to-end recruitment process for retail positions, including Sales Design Advisor, Intern Key Account, and Online Sales Live Streaming roles.
- Distributed weekly content trackers across internal communication channels such as WhatsApp, Telegram, Slack, and LinkedIn.
- Handled various HR administrative tasks, including preparing onboarding documents and welcome emails, sending rejection emails, updating recruitment trackers, conducting reference and background checks, and posting job vacancies

Intern HR 09/2025 - 12/2025
PT CONSOLTAINER TRANSPORT LOGISTICS

- Conducted initial screening of CVs and contacted candidates through job portals such as Glints, Loker.id, JobStreet, and LinkedIn until the interview stage.
- Designed job vacancy templates and posted openings on LinkedIn using Canva.
- Assisted in updating and maintaining employee data in Talenta HRIS.
- Processed BPJSTK and BPJS Kesehatan number updates for new employees.
- Assisted in adding company regulations to partnership contract agreements.
- Prepared termination letters for partner collaborations.
- Supported the development and documentation of company KPI frameworks using Microsoft Excel.
- Collaborated with the import staff division and gained administrative knowledge related to coordinating with agents on container matters, utilizing Microsoft Excel for reporting and documentation.

Intern HR 02/2025 - 07/2025
PT NPAK TILAS SENI (TULOLA JEWELRY)

- Conducted candidate screening, initiated contact, and coordinated interview schedules via Glints, Indeed, and internal referrals, facilitating the recruitment process up to the interview stage.
- Managed weekly schedules for Sales Assistants using the Talenta platform, optimizing resource allocation and operational efficiency.
- Administered new employee data and maintained monthly updates to the Employee Monitoring and Employee Database using Microsoft Excel.

- Prepared and processed Cash Advance (CA) and Purchase Request (PCR) documents to support office operational needs using Microsoft Excel.
- Prepared weekly supply requisitions for Tulola stores.
- Designed and produced visually engaging posters using Canva for new employee welcome and monthly employee birthday celebrations
- Initiated and executed the creation of recruitment posters for vacant job positions, strategically posting them on LinkedIn and the company's official Instagram to maximize candidate reach.
- Planned and executed employee engagement events, fostering a positive work environment and enhancing team morale

Staff Psychology Championship (Psyon)

07/2024 - 12/2024

Psychology Championship (Psyon)

- Being in the PSYON finance division.
- Successfully generated profit for 4 months from Open PO and booth sales.
- Sourced vendors and negotiated to achieve purchasing targets.
- Utilized Microsoft Excel at a 90% proficiency level for recording all sales and purchase data.
- Conducting door-to-door visits and personal chats with Bina Nusantara University students to maximize sales and achieve targets.

Freshmen Partner

09/2023 - 07/2024

First Year Program Binus University

- Mentored 14 juniors for a year to help them transition from high school to university life.
- Served as a Mentor and successfully achieved 5 Time Conservations in creating the SDGs "Social Innovation" project initiated by Teach for Indonesia.
- Mentoring students during their early years of university and consistently monitoring their assigned tasks to achieve approximately ± 40 SAT (Student Activity Transcript) points.
- Utilized 75% of Microsoft Excel for student attendance data.
- Used Canva 45% for providing assignment examples.

EDUCATION

Psychology

2022 - Present

Bina Nusantara University - Undergraduate

- Bachelor of Psychology -GPA : 3.50 / 4.00
- Created a Student Creativity Program (PKM-RSH) titled "Analisis Reaktivitas Emosi Netizen Terhadap Kasus Penganiayaan Terhadap David oleh Anak Pejabat" and passed the departmental selection.
- Creating a final project for the Construction course titled "Pengembangan Alat Ukur Statistik" and working on the interpretation of dichotomous and polytomous data using Microsoft Excel.
- Created a Student Creativity Program (PKM) as a final project for the Intervention course, titled "Tingginya Keikutsertaan Siswa Dalam Komunitas Menyimpang yang Berada di Lingkungan Sekolah" This social activity was conducted at Mitra Daarul Ma'wa Depok Orphanage.
- Conducted a social activity at SDN 03 Cilandak Timur with a project titled "Membiasakan diri untuk hidup bertoleransi antar agama."
- Developing a final PKM-GFT project titled "Virtual Reality Sebagai Platform Belajar : Meningkatkan Kemampuan Siswa Dalam pembelajaran" and conducting observations at SDN 03 Cilandak Timur as a sample school.

SKILLS

Communication

Microsoft Excel

Problem-Solving

Microsoft word & Canva

Team Work

Active Listening

Time Management

Empathy

LANGUAGES

Bahasa

Native

English

Intermediate