



Contact

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Education

Gunadarma University

Bachelor of Psychology

GPA: 3.27/4.00

Core Expertise

- Talent Acquisition & Workforce Planning
- Talent Development & Performance Management
- HR Operations & Employee Relations
- KPI & Organizational Development
- Compensation & Benefits
- Labor Compliance & Industrial Relations

PROFESSIONAL DEVELOPMENT & SELECTED PROJECTS

Psychological Assistant (OJT)

Biro Psikologi Nusara | Jan 2026

- Trained in psychological assessment, behavioral observation, and interview techniques.
- Administered and scored psychological assessment tools.
- Assisted talent mapping and development recommendations based on assessment results.
- Achieved Outstanding performance with competency scores of 90–94.

Career Class Reviewer HITLAB Career Class | 2026

- Conducted CV review and career coaching sessions for students and fresh graduates.
- Guided participants in identifying career goals, strengths, and professional positioning.
- Provided recommendations on resume development, personal branding, and career planning.

Tri Lestari

Human Resources & People Development Specialist

Human Resources and People Development professional with 7+ years of experience in talent acquisition, performance management, and organizational development. Passionate about helping individuals and organizations grow through talent development, assessment, and people-centered initiatives.

Work Experience

HRGA Supervisor – PT Wana Dirga Nusantara (Dec 2022 – Present)

- Designed and implemented KPI frameworks to support employee performance and organizational effectiveness.
- Led workforce planning and talent acquisition initiatives to support business growth.
- Developed HR policies, SOPs, and people processes to strengthen organizational capability.
- Established partnerships with educational institutions to build sustainable talent pipelines.
- Managed compensation, payroll, and compliance processes to ensure operational excellence.
- Developed and implemented 20+ SOPs and KPI frameworks, strengthening performance management and organizational governance

HR Generalist Senior – PT Seidai Kibo Nusantara (Feb 2022 – Dec 2022)

- Managed recruitment, payroll, HRIS, BPJS administration, and employee lifecycle processes.
- Developed SOPs, KPI frameworks, career development programs, and HR policies.
- Coordinated internship programs and educational institution partnerships.
- Improved payroll processes, achieved 100% employee data accuracy, and established company-wide HR governance through SOPs and internal regulations

HR Coordinator & Corporate Secretary – Indah Group (Jan 2021 – Nov 2021)

- Coordinated HR operations, employee administration, and benefits management while ensuring compliance with company policies and labor regulations.
- Supported management in operational coordination, corporate governance, and organizational documentation.
- Maintained employee relations records, corporate documents, and regulatory reporting to support business continuity and compliance.
- Facilitated communication between management and employees to ensure effective administrative and operational processes

Associate Project – Experd Consultant (Aug 2017 – Feb 2019)

- Supported talent acquisition and assessment projects through candidate sourcing, screening, and evaluation.
- Coordinated university partnerships and employer branding initiatives to strengthen talent pipelines.
- Facilitated recruitment and assessment processes while ensuring project quality and timeline achievement.
- Collaborated with clients and internal stakeholders to deliver effective talent solutions.
- Achievement: Delivered recruitment and talent assessment projects with a 100% completion rate while maintaining service quality and stakeholder satisfaction.

CERTIFICATE OF OJT

PSYCHOLOGICAL ASSISTANT

No: A-OJT-AP4/NUSARA/I-2026/038

This certificate is proudly presented to:

Tri Lestari S.Psi

Has successfully completed On The Job Training on Psychological Assistant conducted by Biro Psikologi Nusara from Jan 09 - Jan 24, 2026 with rate **Outstanding**



DR. IRIANTI USMAN, M.A.
Chief Executive Officer

TRANSCRIPT

Key Learning Point	Tools	Training Hours
1. Dasar Asesmen 2. Wawancara 3. Kode Etik Psikologi 4. Ilmu Pernyataan Dasar 5. Alat Tes Psikologi 6. Psikodiagnostika Kecerdasan/Intelegensi (CFIT, IST, WISC, NST, PM Color) 7. Kepribadian, Inventory (MMPI, EPPS, 16PF, PAPIKOSTIK, DISC) 8. Minat (RMIB, Holland, KPR-V (Kuder Preference Record-Vocational)) 9. Pengantar Konseling 10. Etika Asisten Psikolog	1. Form Observasi 2. Form Administrasi 3. Form Skoring 4. Form Studi Kasus 5. Modul Asisten Psikolog 6. Handbook Asisten Psikolog	21 HOURS

COMPETENCY

Key Learning Point

Tools

Training Hours

Hard Competency

Grade

1.	Kemampuan Dasar Asesmen (Observasi, Wawancara, Kode Etik, Ilmu Pernyataan)	92
2.	Pemahaman dalam Alat Tes Psikologi	90
3.	Kemampuan Administrasi (Instruksi) Alat Tes Psikologi	90
4.	Kemampuan Administrasi (Skoring) Alat Tes Psikologi	90

Soft Competency

Grade

1.	Keaktifan	92
2.	Kerjasama Tim	90
3.	Komunikasi	94

No: A-OJT-AP4/NUSARA/I-2026/038