

Phone +62 – 0895 3858 88255

HR Staff Experienced, Expert in Managing Recruitment.

aurellyyaayu12@gmail.com

[Aurellyya Ayu Augustin LinkedIn](#)



Kepada Yth.

HR RECRUITMENT TEAM

Dear Sir/Madam,

I am very enthusias about the opportunity given by your company, hope my application and my profile will meet your qualifications.

I have experience working as HRD staff in the field of recruitment and administration, including handle hiring and candidates database, managing employee data, attendance list and overtime form for payroll, profiling leave form, procurement form, operational vehicle loan form, sales department incentive form, and resignation file. Familiar with Google Spreadsheet and MS Excel for professional purpose.

As HRD Staff, I also manage SOPs and handle payroll. Hope my educational background in Bachelor degree Psychology graduating in a short time (cum laude) GPA 3.86 will meet your qualifications to carry out the duties and responsibilities in your company.

I have experience as **Lecturer Assistant Psychodiagnostic II (Intelligence and Talent Test) in 2023** and was a member of the **Recruitment Project Team for the Rejo Agung Intelligence and Personality Test in 2023**, handling the recruitment process of 100 employees. Mastering several intelligence and talent test tools, such as CFIT, IST, Army Alpha, Kraeplin, WISC for children, as well as personality and interest test tools, such as EPPS, DISC, PAULI, RMIB, Graphics (BAUM and DAP), and Wartegg Test.

Have a training certificate from PT. MSDM Indonesia Bisa basic work mastery HR Staff Job Handling: Handle Payroll, Design Performance Management (KPI-OKR), HR Report, Manage Gen Z, DMAIC for Improvement, Calculate Severance Pay, Joint PHK Agreement, Basic KPI,

Partners & Freelancers, Hybrid Working, Basic Compensation & Benefit (COMBEN), Mastering the DISC Test Tool

My thesis is in the field of "**Work Engagement**" with an A grade, entitled Relationship between work engagement and work family conflict among lecturers at Widya Mandala Catholic University Surabaya campus Madiun

I have very good health, high motivation, recruitment skills, managing employee relations (interpersonal HR), creating a positive environment, maintaining compliance with regulations and laws related to HR, problem solving, computer skills, creative, high loyalty, integrity, and I am ready to work hard, highly motivated to work, and will give my best contribution to your company focus, proactive, independent, and able to work on many tasks in a fast-paced environment. In addition, most importantly, I will be responsible for achieving the job description targets expected by the company.

For your consideration, here is my resume. I hope you can consider my application and I look forward to hearing from you.

Sincerely Yours,
Aurellyya Ayu Augustin

Aurellyya Ayu Augustin

Surabaya, East Java (ready to work in placement location)

0895 3858 88255

aurellyaayu12@gmail.com

www.linkedin.com/in/aurellyya-ayu-augustin

<https://id.jobstreet.com/id/profile/aurellyaayu-augustin-hWYRyxQLh7>

EDUCATIONAL

August, 2021 – March, 2025, Widya Mandala Catholic University Surabaya Campus Madiun,
Bachelor Degree in Psychology (Industrial and Organizational), Graduated cumlaude
GPA: 3.86/4.00

EXPERTISE ABOARD

Experience as HR Recruitment Selection Staff, with my educational background was a cum laude graduate of psychology, majoring in industry and organization, with a GPA of 3.86/4.00 from Widya Mandala Catholic University Surabaya campus Madiun, in 2025. Familiar with end-to-end recruitment selection process and skilled in administration and scoring of many intelligence and personality tests, such as CFIT, IST, Army Alpha, Kraepelin, and WISC for children, as well as personality and talent tests, including EPPS, DISC, PAULI, RMIB, Graphic (BAUM and DAP), and Wartegg Test. As a person who has a strong interest in psychology, HR field, recruitment selection process, I apply that knowledge to performing effective and efficient fast hiring.

PROFESSIONAL EXPERIENCE

1. **Recruitment Selection Staff** – PT. Multi Spunindo Jaya Tbk. Sidoarjo (Oct 2025 – Now)
2. **HR (Contract Based)** – CV. Agung Perdana Medika Surabaya (July 2025 – September 2025)
3. **HRD Staff** – CV. Sinar Indo Persada/PRO7 Autolighting Surabaya (May 2025 – July 2025)
4. **Virtual HR Training Manajemen SDM** – PT. MSDM Indonesia Bisa (October 2024 – December 2024)
5. **Recruitment Project Team for the Rejo Agung Intelligence and Personality Test** – Sugar Factory Rejo Agung Madiun (October, 2023)
6. **Lecture Assistant in Psychodiagnostics II (Intelligence and Talent Test)** – Unika Widya Mandala Madiun (August 2023 – December 2023)
7. **Virtual Student Exchange at Saint Louis University (SLU), Philippines** (January 2022 – July 2022)

- 1) Currently active as Recruitment Selection Staff, managing recruitment process in HO also subsidiary companies including PT. Trias Spunindo Industri (TSI), PT Global Alta Pratama, and PT Eco Nusa Global. Handling hiring process from creating job vacancies on Jobstreet, screening, making a shortlist, setting up HR and user interviews, also involving in Job Fair to introduce company profile and explain open vacancy in public. Hiring several job vacancies such as Head Production Maintenance, Marketing Local and Communication SPV, Maintenance Mechanical Electrical Foreman and SPV, Warehouse Shipping Foreman, and Line Control Foreman. I have successfully increase time to fill to 54-60% in three months of working.
- 2) Main job description as HR Staff is managing employee administration, employee management, end to end recruitment process, and helping payroll.
- 3) As HRD staff, my main job description is recruitment onboarding, payroll handling, and also employee management. Work reporting to senior HRD staff and some needs can be directly consulted with the owner. Targeted for quick hiring in several position including 3 Technicians/QCs, 4 Sales Admins, 1 Salesperson, 3 Accountants, 1 Accounts Receivable, 1 Claim Admin, and 1 Social Media Admin in one month. I have achieved 80-90% recruitment success providing fast and precise employee needs, and successfully implementing new SOPs and job descriptions in each department.
- 4) Participating in online basic training as an HR generalist, payroll calculation, designing KPI-OKR performance management, basic compensation and benefits, comprehension of labor laws, and learning DiSc test tool.
(Training certificate is attached)

- 5) As part of the faculty's Psychology Bureau project team.
Assisting in the implementation of tests and scoring the test results for 100 employees at the Rejo Agung Sugar Factory in Madiun.
- 6) With a record of all A grades in Psychodiagnostics I (Observation and Interview), Psychodiagnostics II (Intelligence and Talent Tests), and Psychodiagnostics III (Personality and Interest Tests), I have experience working as a lecture assistant for the Psychodiagnostics II: Intelligence and Talent Tests course.
Mastering several intelligence and talent test tools, such as CFIT, IST, Army Alpha, Kraepelin, WISC for children, as well as personality and interest test tools, such as EPPS, DISC, PAULI, RMIB, Graphics (BAUM and DAP), and Warteg Test
- 7) Engaging in an online course on adolescent development as part of a student exchange program.
Learn how to communicate in English during class, finish homework, and communicate with Filipino instructors and students as part of my educational experience.

ORGANIZATIONAL EXPERIENCE

1. Management of the Psychology Student Association for the 2022/2023 Period – HMPS Psikologi Unika Widya Mandala Surabaya campus Madiun (July 2022 – January 2023)
 2. Members of BEMU UKWMS OKDKU 2022/2023 – BEMU Unika Widya Mandala Madiun (June 2022 – January 2023)
 3. Promotion Team of the PSDKU Psychology Study Program of UKWMS – Psychology Faculty Unika Widya Mandala Madiun (February 2022 – April 2022)
- 1) Member of Student Press Division
Experienced in the publication and documentation section in various committees within organizations. Responsible for work programs that require the creation of graphic designs for promotional content on social media, "Instagram"
 - 2) Member of the BPH (Badan Pengurus Harian/Daily Management Board) Division of Communication and Informatics. In charge of creating graphic designs for IG content, activity flyers, and banner designs
Experienced in the publication and documentation section in Dies Natalis UKWMS 2022 activities
 - 3) Member of the promotion team running by study program
Serves as secretary II and notary in assisting secretary I

SKILLS

Hard skill:

Managing end to end recruitment process
Fast hiring process including screening and shortlist
Behavioral Event Interview (BEI) interviewing technique
HR administration and basic payroll
Experienced and understand the procedures and scoring of several psychological test tools
Understand the procedures for designing training and development modules

Software:

Office Software (MS Office)
Google workspace
Job Portal (Jobstreet, Glints, LinkedIn)
Graphic Design (Canva)

Language:

Indonesia
English



Yayasan Widya Mandala Surabaya
Widya Mandala Foundation Surabaya

Universitas Katolik Widya Mandala Surabaya
Widya Mandala Surabaya Catholic University

dengan ini menyatakan bahwa
herewith declares that

Aurellyya Ayu Augustin

Nomor Pokok Mahasiswa 7203021011, tahun masuk 2021, lahir di Gresik pada tanggal 12 Agustus 2001, NIK 3175065208011004
Student Registration Number 7203021011, commencement year 2021, born in Gresik on 12 August 2001, ID Number 3175065208011004

telah menyelesaikan dengan baik dan memenuhi segala persyaratan Program Pendidikan Sarjana
has successfully accomplished and fulfilled all the requirements of Undergraduate Program

pada Program Studi Psikologi (Kampus Kota Madiun), Jurusan Psikologi, Fakultas Psikologi pada tanggal 24 Januari 2025
at the Psychology Study Program (Madiun Campus), Psychology Department, Faculty of Psychology on 24 January 2025

(Akreditasi Perguruan Tinggi A, SK BAN-PT nomor: 1060/SK/BAN-PT/Ak-PPJ/PT/XII/2021 tanggal 22 Desember 2021).
(Higher Education Accreditation A, Decree of BAN-PT no: 1060/SK/BAN-PT/Ak-PPJ/PT/XII/2021 dated 22 December 2021).

Oleh sebab itu kepadanya diberikan Ijazah dan Gelar
Henceforth, she was awarded the Certificate and Degree of

Sarjana Psikologi (S.Psi.)
Bachelor of Psychology

beserta segala hak dan kewajiban yang melekat pada Ijazah dan Gelar tersebut pada tanggal 22 Maret 2025.
with all the rights and responsibilities appertaining to the Certificate and Degree on 22 March 2025.

Dekan Fakultas Psikologi
Dean, Faculty of Psychology



Agnes Maria Sumargi, Grad.Dip.Ed., M.Psych., Ph.D., Psikolog
NIK. 711.97.0270



Surabaya, 22 Maret 2025
Surabaya, 22 March 2025

Rektor
Rector

apt. Sumi Wijaya, S.Si., Ph.D.
NIK. 241.03.0558



Yayasan Widya Mandala Surabaya
Widya Mandala Surabaya Foundation
Universitas Katolik Widya Mandala Surabaya
Widya Mandala Surabaya Catholic University

Fakultas Psikologi
Faculty of Psychology

Jl. Raya Kalisari Selatan 1 - Pakuwon City, Telp. +6231-99005299, Fax +6231-99005278, Surabaya 60112
Website : <https://ukwms.ac.id>

TRANSKRIP HASIL STUDI
Academic Transcript

Nomor / Our Ref : 1.25.723.005

Nomor Ijazah Nasional / National Certificate Number : 071003732022025100006

Fakultas : Psikologi
Faculty : Psychology
Jurusan : Psikologi
Department : Psychology
Program Studi : Psikologi (Kampus Kota Madiun)
Study Program : Psychology (Madiun Campus)
Program Pendidikan : Sarjana
Program : Undergraduate

Nama : Aurelly Ayu Augustin
Name :
Nomor Pokok : 7203021011
Registration Number :
Tempat, Tgl. Lahir : Gresik, 12-08-2001
Place, Date of Birth :
Status Perguruan Tinggi : Terakreditasi A - Nomor :
Higher Education Status : Accredited A - Number :
1060/SK/BAN-PT/Ak-PPJ/PT/XII/2021

No. No.	Kode Code	Nama Matakuliah Subject	SKS C	Nilai G	KN CG
1.	ENG155	Bahasa Inggris untuk Psikologi English for Psychology	2	A-	7.40
2.	ETH100	Etika Sosial Social Ethics	2	A	8.00
3.	ETH400	Kode Etik Psikologi Indonesia Psychological Code of Ethics in Indonesia	2	A-	7.40
4.	GUI104	Dasar-Dasar Pemahaman Tingkah Laku Fundamentals of Understanding Behavior	2	A-	7.40
5.	GUI300	Bimbingan dan Konseling Berkebutuhan Khusus Guidance and Counseling with Special Needs	2	A-	7.40
6.	IND204	Drama Drama	2	B+	6.60
7.	KKN401	Kuliah Kerja Nyata (KKN) Community Service Program	3	A	12.00
8.	LAN101	Bahasa Indonesia Indonesian Language	2	B+	6.60
9.	PHL100	Filsafat Manusia Philosophy of Human Person	2	B	6.00
10.	POL150	Pendidikan Kewarganegaraan Civics	2	B	6.00
11.	POL151	Pendidikan Pancasila State Philosophy	2	B	6.00
12.	PSY105	Sejarah dan Aliran Psikologi History and Paradigm in Psychology	2	A	8.00
13.	PSY110	Pengantar Psikologi Positif Introduction to Positive Psychology	3	A	12.00
14.	PSY111	Psikologi Perkembangan Pranatal dan Anak Prenatal and Child Developmental Psychology	2	A-	7.40
15.	PSY112	Psikologi Belajar Psychology of Learning	2	A	8.00
16.	PSY113	Psikologi Perkembangan Remaja dan Dewasa Adolescent and Adult Developmental Psychology	2	A	8.00
17.	PSY114	Biopsikologi Biopsychology	2	A	8.00
18.	PSY115	Observasi dan Wawancara Observation and Interview in Psychology	3	A	12.00





Yayasan Widya Mandala Surabaya
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Fakultas : Psikologi
Faculty : Psychology
Jurusan : Psikologi
Department : Psychology
Program Studi : Psikologi (Kampus Kota Madiun)
Study Program : Psychology (Madiun Campus)
Program Pendidikan : Sarjana
Program : Undergraduate
Nama : Aurelly Ayu Augustin
Name :
Nomor Pokok : 7203021011
Registration Number :
Tempat, Tgl. Lahir : Gresik, 12-08-2001
Place, Date of Birth :
Status Perguruan Tinggi : Terakreditasi A - Nomor :
Higher Education Status : Accredited A - Number :
1060/SK/BAN-PT/Ak-PPJ/PT/XII/2021

No. No.	Kode Code	Nama Matakuliah Subject	SKS C	Nilai G	KN CG
19.	PSY116	Psikologi Industri dan Organisasi Industrial and Organizational Psychology	2	A	8.00
20.	PSY117	Psikologi Sosial Social Psychology	3	A	12.00
21.	PSY118	Psikologi Kepribadian Personality Psychology	3	A	12.00
22.	PSY181	Psikologi Umum Introduction to Psychology	2	B+	6.60
23.	PSY226	Metodologi Penelitian Kualitatif Qualitative Research Method	2	B+	6.60
24.	PSY227	Psikologi Pendidikan Educational Psychology	3	A	12.00
25.	PSY228	Tes Intelegensi dan Bakat Intelligence and Aptitude Assessment	3	A	12.00
26.	PSY229	Pengukuran Psikologi Psychological Measurement	4	A-	14.80
27.	PSY231	Pengantar Metodologi Penelitian Introduction to Research Methodology	2	A	8.00
28.	PSY232	Psikologi Klinis Clinical Psychology	3	A	12.00
29.	PSY234	Psikologi Konseling Counselling Psychology	3	A-	11.10
30.	PSY251	Metodologi Penelitian Kuantitatif Quantitative Research Method	2	A	8.00
31.	PSY252	Psikologi Eksperimen Experimental Psychology	2	A	8.00
32.	PSY253	Modifikasi Perilaku Behavior Modification	3	A-	11.10
33.	PSY254	Tes Kepribadian dan Minat Personality and Interest Assessment	3	A	12.00
34.	PSY255	Psikologi Abnormal Abnormal Psychology	3	A	12.00
35.	PSY309	Psikoterapi dan Rehabilitasi Psychotherapy and Rehabilitation	3	A	12.00
36.	PSY320	Manajemen Perilaku Ketergantungan Management of Addictive Behavior	3	A	12.00





Yayasan Widya Mandala Surabaya
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TRANSKRIP HASIL STUDI
Academic Transcript

Nomor / Our Ref : 1.25.723.005

Nomor Ijazah Nasional / National Certificate Number : 071003732022025100006

Fakultas : Psikologi
Faculty : Psychology

Nama : Aurelly Ayu Augustin
Name :

Jurusan : Psikologi
Department : Psychology

Nomor Pokok : 7203021011
Registration Number :

Program Studi : Psikologi (Kampus Kota Madiun)
Study Program : Psychology (Madiun Campus)

Tempat, Tgl. Lahir : Gresik, 12-08-2001
Place, Date of Birth :

Program Pendidikan : Sarjana
Program : Undergraduate

Status Perguruan Tinggi : Terakreditasi A - Nomor :
Higher Education Status : Accredited A - Number :
1060/SK/BAN-PT/Ak-PPJ/PT/XII/2021

No. No.	Kode Code	Nama Matakuliah Subject	SKS C	Nilai G	KN CG
37.	PSY326	Manajemen Paliatif Management of Palliative Care	3	A	12.00
38.	PSY358	Psikopatologi Anak dan Remaja Child and Adolescent Psychopathology	2	A	8.00
39.	PSY359	Pembimbingan Positif pada Anak Usia Dini Positive Guidance in Early Childhood	5	A	20.00
40.	PSY367	People Development Management I People Development Management I	3	A	12.00
41.	PSY368	Occupational Wellness Occupational Wellness	3	A	12.00
42.	PSY369	People Development Management II People Development Management II	3	A	12.00
43.	PSY370	Pelatihan dan Pengembangan Training and Development	4	A	16.00
44.	PSY412	Integrated Health Science Educational Program (IHSEP) Integrated Health Science Education Program (IHSEP)	2	A	8.00
45.	PSY415	Proposal Skripsi Research Proposal	2	A-	7.40
46.	PSY416	Asesmen dan Intervensi Positif pada Individu Individual Positive Assessment and Intervention	3	A	12.00
47.	PSY417	Psikologi Kewirausahaan Entrepreneurial Psychology	3	A	12.00
48.	PSY418	Positive Organization Positive Organization	4	A	16.00
49.	PSY420	Psikologi Eko-kultural Eco-cultural Psychology	4	A-	14.80
50.	PSY422	Manajemen Stres Stress Management	4	A	16.00
51.	PSY423	Bimbingan dan Konseling Guidance and Counselling	3	A	12.00
52.	PSY489	Skripsi Undergraduate Thesis	4	A	16.00
53.	REL100	Pendidikan Agama Religion	2	A-	7.40
54.	STA110	Statistika Dasar Basic Statistic	3	A-	11.10
Total			145	—	559.1



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Website : <https://ukwms.ac.id>

TRANSKRIP HASIL STUDI
Academic Transcript

Nomor / Our Ref : 1.25.723.005

Nomor Ijazah Nasional / National Certificate Number : 071003732022025100006

Fakultas <i>Faculty</i>	: Psikologi <i>Psychology</i>	Nama <i>Name</i>	: Aurelly Ayu Augustin
Jurusan <i>Department</i>	: Psikologi <i>Psychology</i>	Nomor Pokok <i>Registration Number</i>	: 7203021011
Program Studi <i>Study Program</i>	: Psikologi (Kampus Kota Madiun) <i>Psychology (Madiun Campus)</i>	Tempat, Tgl. Lahir <i>Place, Date of Birth</i>	: Gresik, 12-08-2001
Program Pendidikan <i>Program</i>	: Sarjana <i>Undergraduate</i>	Status Perguruan Tinggi <i>Higher Learning Status</i>	: Terakreditasi A - Nomor : Accredited A - Number 1060/SK/BAN-PT/Ak-PPJ/PT/XII/2021

Indeks Prestasi Kumulatif : 3.86
Grade Point Average

dengan predikat : **DENGAN PUJIAN**
with the criteria CUM LAUDE

Judul Skripsi

Thesis Title

**: Hubungan antara work engagement dengan work family conflict pada dosen
Universitas Katolik Widya Mandala Surabaya Kampus Kota Madiun**
*: Relationship between work engagement with work family conflict among lecturers at
Widya Mandala Surabaya Catholic University, Madiun City Campus*

Dinyatakan lulus pada tanggal : 24-01-2025

The student has passed all the requirements on



Agnes Maria Sumargi, Grad.Dip.Ed., M.Psych., Ph.D., Psikolog
NIKS 71597.0270

Note : C = Credit G = Grade CG = Credit X Grade



ManajemenSDM.net

CERTIFICATE

NO : 202/KELAS PAYROLL/X/2024/MSDM

Diberikan kepada

Aurellya Ayu Augustin

Peserta

e-Training yang diselenggarakan oleh ManajemenSDM.net

"Kelas HR : Jago Handle Payroll"

Narasumber : Edwin Ginanjar

09 – 10 Oktober 2024

P T . M S D M
INDONESIA BISA

Himawan Pramudita
CEO PT. MSDM Indonesia Bisa





ManajemenSDM.net

CERTIFICATE

NO : 407/KELAS PM/XI/2024/MSDM

Diberikan kepada

Aurellya Ayu Augustin

Peserta

e-Training yang diselenggarakan oleh ManajemenSDM.net

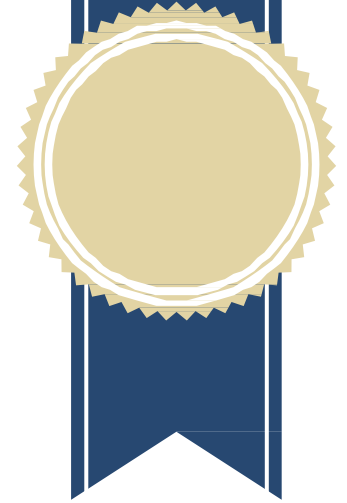
"Kelas HR : Bisa Merancang Performance Management (KPI-OKR)"

Narasumber : Himawan Pramudita

02 November 2024

P T . M S D M
INDONESIA BISA

Himawan Pramudita
CEO PT. MSDM Indonesia Bisa



CERTIFICATE

NO: 098/KELAS MABAR/X/2024/MSDM

dengan ini PT MSDM Indonesia Bisa merekomendasikan :

Aurellyya Ayu Augustin

Yang bersangkutan selesai mengikuti e-Training Kelas MABAR (MSDM Belajar Bareng) - Batch 27, pada tanggal 09 Oktober – 01 November 2024 dengan materi kompetensi:

- ♦ HR Report
- ♦ Kelola Gen Z
- ♦ DMAIC for Improvement
- ♦ Hitung Pesangon
- ♦ Perjanjian Bersama PHK
- ♦ Basic KPI
- ♦ Mitra & Freelance
- ♦ Hybrid Working



Himawan Pramudita
CEO PT MSDM Indonesia Bisa



ManajemenSDM.net

CERTIFICATE

NO : 014/BASIC COMBEN/XI/2024/MSDM

Diberikan kepada :

Aurellyya Ayu Augustin

Peserta

**e-Training yang diselenggarakan oleh ManajemenSDM.net
"Kelas HR : Basic Compensation & Benefit (COMBEN) Batch : 03"
Narasumber : Himawan Pramudita**

16 November 2024



Himawan Pramudita
CEO PT MSDM Indonesia Bisa





ManajemenSDM.net

CERTIFICATE

NO : 032/KELAS DISC/XI/2024/MSDM

Diberikan kepada

Aurellya Ayu Augustin

Peserta

e-Training yang diselenggarakan oleh ManajemenSDM.net

"Kelas HR : Bisa Memahami Alat Tes DISC"

Narasumber : Shinta Amami, M.Psi

17 November 2024

P T . M S D M
INDONESIA BISA

Himawan Pramudita
CEO PT. MSDM Indonesia Bisa

