

RAFLI AMANDA

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PROFESSIONAL EXPERIENCE

Independent — Freelance Career Mentor & LinkedIn Strategist

Career Mentor | LinkedIn Strategist | Job Seeker Advocate

May 2023 – Present

- Transform **300+** job seekers across industries through CV reviews, LinkedIn profile audits, and mock interview sessions — spanning fresh graduates to professionals with 10+ years of experience.
- Help clients land roles across **30+ job functions** including HR, Finance, IT, Engineering, Sales, and Operations through tailored interview coaching and job search strategy.
- Deliver **1-on-1 coaching** and group mentoring sessions via Google Meet, adapting communication style across Gen Z, Millennial, and Gen X audiences without losing clarity or impact.
- Run a LinkedIn visibility service that connects **300+ active job seekers** directly to recruiters through strategic content posting and profile optimization.

PT SREEYA SEWU INDONESIA

Recruiter Intern

November 2022 – May 2023

- Successfully filled **6 open positions** across multiple seniority levels within a single 6-month internship period.
- Sourced and reviewed **500+ CVs per week** from multi-channel platforms including Jobstreet, LinkedIn, and an internal candidate database.
- Conducted initial screening interviews with **40+ candidates per week** for roles ranging from entry-level to senior-level positions.

BANK MANDIRI

Human Capital Intern

October 2022 – November 2022

- Executed **3 end-to-end internal development programs** within 1 month — including a training workshop, a certification assessment, and an employee engagement night attended by 160+ employees.
- Collaborated with 10+ colleagues across divisions to ensure **zero delays** across all program timelines and logistics.
- Coordinated with external vendors and hotel management to manage logistical requirements for **all 3 company-wide programs**.

ADI GROUP

Recruitment Specialist

July 2022 – September 2022

- Exceeded weekly CV submission targets by **100%** through systematic application of the Boolean Search technique for precision sourcing.
- Collaborated with 10+ colleagues in the **Business Development team** to align candidate profiles with specific client requirements.
- Identified and approached **100+ new potential candidates** per week via LinkedIn outreach and referral networks.

RUANGGURU

Freelance Talent Acquisition

March 2022 – April 2022

- Sourced talent from **70+ social media accounts** daily across Instagram, LinkedIn, Telegram, and Facebook to fulfill manpower needs for the Sales division.
- Screened **100+ resumes daily** from job vacancy platforms including Jobstreet to identify qualified candidates for Sales roles.
- Collaborated with **25+ colleagues** across Talent Acquisition sub-divisions to ensure Sales division headcount targets were consistently met.

EDUCATION

PAMULANG UNIVERSITY

Bachelor's Degree in English Language and Literature

Studies completed 2018–2022; degree not conferred.

SKILLS

Hard Skills: Boolean Search, End-to-End Recruitment, Talent Sourcing, Structured Interviewing, Candidate Screening, LinkedIn Optimization, Microsoft Office

Soft Skills: Coaching & Mentoring, Stakeholder Management, Public Speaking, Presentation, Time Management, Problem Solving

Languages: Indonesian (Native), English — TOEFL: 557