



METZA LUNA

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SUMMARY

Business Management graduate with a concentration in Human Resource Management from Telkom University. Equipped with experience in recruitment, public relations, stakeholder engagement, and operational administration. Successfully managed recruitment processes for 50+ candidates, contributed to the hiring of 20+ tutors, and coordinated institutional events involving 50+ employees and external stakeholders. Possesses strong communication, analytical, and organizational skills, with the ability to adapt quickly and contribute effectively in dynamic professional environments.

EDUCATION

TELKOM UNIVERSITY

Bandung, Jawa Barat

Bachelor of Business Management in Human Resource Management

2021 - 2025

GPA: 3.77/4.00 [Academic Degree Certificate](#)

Thesis: The Effect of Compensation and Career Development on Job Hopping Behavior of Generation Z in Jakarta City

Certificated: Human Capital Officer by Badan Nasional Sertifikasi Profesi (BNSP) [View](#)

Additional Activities: Volunteer Foodbank Bandung (2024), Research Assistant Graphic Design Project (2023), Public Relations Staff, HIPMI Festival (2022), Sponsorship Staff Sekolah HIPMI PT Telkom (2022)

EXPERIENCE

PT. GATRACO MITRA SEJAHTERA

Bekasi, Jawa Barat

Human Resource Intern

March 2025 – July 2025

- Managed end-to-end recruitment activities for 50+ candidates, including sourcing, screening, interview coordination, and recruitment administration across multiple hiring stages.
- Utilized LinkedIn and internal talent pools to source qualified candidates, contributing to the successful fulfillment of hiring needs and the onboarding of 20+ tutors within targeted timelines.
- Maintained candidate databases and recruitment records with 95%+ data accuracy, enhancing recruitment tracking efficiency and ensuring timely reporting for hiring stakeholders.

BANK INDONESIA

Cirebon, Jawa Barat

Public Relation Intern

Jun 2024 – Jul 2024

- Coordinated 3+ institutional events as a Liaison Officer, facilitating communication among 50+ employees, internal units, and external stakeholders to ensure smooth event execution and stakeholder engagement.
- Managed and maintained 100+ official documents and administrative records, ensuring documentation accuracy, compliance, and efficient operational support within the Unit Management function.
- Developed digital publication materials and conducted inventory audits of 100+ books and records, improving data accuracy and enhancing accessibility of organizational information.

LEADERSHIP & ORGANIZATIONAL EXPERIENCE

NGULIAH KUY!

Human Resource Staff

Indonesia (Remote)

Nov 2024 – Feb 2025

- Managed recruitment activities, including candidate screening, interview scheduling, and onboarding coordination, ensuring a smooth participant selection process.
- Coordinated cross-divisional program evaluations and prepared performance reports to support continuous improvement initiatives.
- Organized a career development webinar attended by 50+ participants and conducted Training Needs Analysis (TNA) to identify key learning and development priorities.

AMATORIS

Human Resource Staff

Indonesia (Remote)

Des 2023 – Mar 2024

- Developed and facilitated a soft skills training program, achieving 90% attendance and promoting employee engagement and participation.
- Led a team bonding program for 20+ staff members, strengthening collaboration, communication, and teamwork across functions.
- Evaluated program outcomes, coordinated with multiple divisions, and prepared reports to support ongoing organizational development initiatives.

PROJECT EXPERIENCE

FINAL PROJECT LEADER

- Developed a website prototype for Puskesmas Kabupaten Bandung through stakeholder interviews, field observations, and Figma-based system design.
- Analyzed organizational structure and job design at PT Pos Indonesia, producing recommendations to improve workforce effectiveness.
- Conducted an HR and employee wellbeing study at PT Indesso Primatama using SPSS analysis of 30 respondents to support HR policy insights.

SKILL

Tools & Software: Microsoft Office (Excel, Word, Powerpoint), Google Workspace, Canva, Figma, SPSS, LISREL, VN Video Editor

Profesional Skills: Recruitment & Candidate Management, Event & Stakeholder Coordination, Research & Statistical Analysis, Stakeholder Management, Team Collaboration

Languages: Indonesian (Natives) & English (Intermediate – EPrT Score: 470/450 [View Credential](#))