

TIARA CHAIRUNNISA

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Bekasi, Indonesia.

I'm a fresh graduate with a Bachelor's degree in Resort and Leisure Management from Indonesia University of Education. I'm excited about stepping into a Human Resources Administrator position. During my studies, I had hands-on experience in Human Resources through practical internship, where I gained insights into recruitment, onboarding, and overall HR operations. I have a keen eye for detail, excellent organizational abilities, and a commitment to creating positive workplace atmospheres.



PROFESSIONAL EXPERIENCE

Four Points by Sheraton, Jakarta Thamrin

June 2022 – January 2023

Human Resources Internship

- Provided administrative support to the HR team, including organizing training sessions, preparing reports, and assisting with employee engagement initiatives.
- Managed employee records, ensuring data accuracy and confidentiality in compliance with company policies and legal requirements.
- Assisted in the recruitment process by scheduling interviews, updating candidate records, and maintaining recruitment databases.
- Assisted with onboarding activities, including preparing new hire documentation, facilitating orientation sessions, and coordinating with various departments to ensure a smooth integration process.
- Assisted in organizing employee training sessions, workshops, and events.
- Supported performance management processes, including tracking performance review schedules and compiling feedback for analysis.
- Responded to employee inquiries regarding HR policies, benefits, and general workplace concerns.

EDUCATION

Indonesia University of Education, Bandung, ID

2019 - 2023

Bachelor of Resort and Leisure Management. GPA 3.67

- Certificate: The Table Manner Course (2019), Speak Up Project (2019).
- Project: Webinar Toxic Positivity: Biasa atau dibiasakan? (2020).

ORGANIZATIONAL EXPERIENCE

Dewan Perwakilan Mahasiswa

2020 - 2022

Organization Staff The Student Council that serves as the representative body of the student community within Resort and Leisure Management

Organization Staff

- Overseeing the performance of the Student Executive Board (BEM) for each project.
- Evaluating and providing feedback on BEM's performance during evaluation meetings.
- Creating accountability reports.

SKILLS & CERTIFICATE

Skills: MHub, Microsoft Office, Google Sheets, Canva, Interpersonal Skill.

Certificate: Marriotternship Marriott International Human Resouces Internship 2023.