



EURIKA NEILAWATI MARINTA

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Duta Bintaro D1 no 47, Kunciran, Pinang, Kota Tangerang, Banten

Work Experiences

Pelita Harapan Group (UPH) – Karawaci, Tangerang **Recruitment and Assessment Officer**

Apr 2024 – Present

- End to end process recruitment for Pelita Harapan Group (UPH, Mochtar Riady Institute for Nanotechnology, BukuAku, PT Grahaputra Mandirikharisma, YPPH)
- Make branding for recruitment
- Handle for non-academic and academic position for level staff - specialist
- Responsible with recruitment administration Build relationship with relevant campus for Jobfair
- Responsible for employee movement (mutase, promotion, demotion) administration

PT Mega Akses Persada – Kuningan, Jakarta Selatan

Feb 2022 – Apr 2024

Talent Acquisition Associate

- End to end process recruitment
- Make a branding for recruitment on social media FiberStar
- Handle end to end recruitment all position for branch (Jabodetabek, Kalimantan, and Sumatera Utara)
- Handle for IT and sales recruitment
- Build relationship with relevant campus for Jobfair and Seminar Event (Carrer Talks Program)
- Take a content for branding (Instagram and Tiktok)

MechTech.idn - Surabaya, Jawa Timur

Nov 2021 - Jan 2022

Human Resources

- Responsible for training and bonding the employee
- Responsible for recruitment Responsible for
- performance indicator

Universitas Sanata Dharma - Yogyakarta, DIY

Aug 2020 - Dec 2020

Inventory test lecturer assistant

- Coordinate with inventory lecturer about the material
- Learn four inventory test kits
- Teach to 5th semester students about the assessment Check practicum report of students

Education Level

Sanata Dharma University - Yogyakarta, Indonesia

Aug 2017 - Dec 2021

Bachelor Degree in Psychology, 3.24/4.00

Organisational Experience

UKM Pengabdian Masyarakat - Yogyakarta, Indonesia

Dec 2017 - Dec 2018

Education Division

- Organizing the schedule of Kali Code's School
- Organizing the teacher
- Make an event concept for students of Kali Code's School
- Become a master of ceremony in UKM Pengabdian Masyarakat's Event
- Teach the student in Kali Code's school

Psychofest - Yogyakarta, Indonesia

Jul 2018 - Sep 2018

Consumption Division

- Make a list food for guest stars and crew

Dialog Lintas Iman - Yogyakarta, Indonesia

Jul 2019 - Nov 2019

Fund Business Division

- Coordinate the team
- Make a goals
- Make a plan to reach the goals

Jul 2018 - Aug 2018

IKATAN GKI Gejayan - Yogyakarta, Indonesia

Consumption Division

- Make a list for the crew

Skills, Achievements & Other Experience

- **Soft Skills:** Good public speaking skills, Good communication skills, Work in team, Time management
- **Hard Skills:** Understand psychological test kits, Video edit, Microsoft Word, Excel, Power Point, Canva for design
- **Certificate :** Certificate of ISO 9001 : 2015, Certificate of Ms. Excel, Certificate of Clifton Strengths, Certificate of Strategic Talent Mobility.

