

FIRDA NURMALASARI

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EXECUTIVE SUMMARY

Guidance and Counseling undergraduate student with a strong interest in recruitment and human resources. Possesses strong interpersonal communication skills, basic interviewing abilities, and the ability to work efficiently in a well-organized manner. Experienced in handling data, administrative tasks, and coordinating with various stakeholders through campus activities and volunteer experiences.

EDUCATION

Bachelor of Guidance and Counseling, State University of Jakarta

Aug 2021 - present

- GPA : 3.80/4.00

PROFESSIONAL EXPERIENCES

Guidance and Counseling Teacher Intern, SMP Negeri 25 Jakarta

Jul 2024 –Dec 2024

- Conducted individual needs assessments as a basis for planning and delivering guidance and counseling services.
- Provided guidance and counseling services to 110 students, including classical guidance, group guidance, group counseling, individual counselling, and individual planning, using an interactive approach tailored to students' needs.
- Conducted interviews and provided support to 25 students with needs in personal, social, academic, and career development areas.

ORGANIZATIONAL EXPERIENCES

Volunteer of Kakak Asuh, Komunitas Kakak Asuh

Aug 2024 - Oct 2024

- Facilitated life skills learning activities for children aged 7–12 through interactive and engaging methods.
- Encouraged active participation, confidence, and interpersonal skill development during learning activities

Head of News Director Division, BPRS ERAFM-UNJ

Mar 2023 - Feb 2024

- Led a team of 10 staff in the News Director division and aligned team performance throughout a one year management period.
- Wrote 10 articles and edited over 50 articles prior to publication on the ERAFM-UNJ website
- Collaborated with a team to publish three E-Buletin themed “National Book Day,” “International Friendship Day,” and “World Mental Health Day.”

Event Division Staff, PKKMB BK FIP UNJ 2023

August 2023

- Created operational guidelines and technical instructions for PKKMB BK FIP UNJ events.
- Served as a timekeeper on the second day of the PKKMB BK FIP UNJ event.

Staff of Workshop Division, BK SPEKTA 2023

June 2023 - Jul 2023

- Created a Term of Reference (TOR) for the Workshop Design speaker.
- Collaborated with other committee members to ensure the event ran smoothly.

Staff of the News Director Division, BPRS ERAFM-UNJ

Feb 2022 - Jan 2023

- Directed BPRS ERAFM-UNJ staff in reporting and writing articles.
- Reported on events and wrote 7 articles for the ERAFM UNJ website.
- Edited 138 articles for publication on the ERAFM-UNJ website, exceeding the target of 110.

Staff of Badan Legislasi & Komisi II of Education, LLMP BK FIP UNJ

Mar 2022 – Feb 2023

- Managed the supervision mechanism and assessed BEMP BK FIP UNJ work programs.
- Supervised the Education Department's work programs, including Health Seminars, Educational Studies and Information, Mental Health Content, and PKM Socialization and Training.

Head of Logistics Division, KPU BK FIP UNJ

Dec 2022 – Jan 2023

- Led a team of 4 logistics staff and coordinated tasks among team members.
- Managed logistics for the event and successfully providing all necessary items.

Staff of the Monitoring Division, Gerakan Suka Baca (GSB)

Jul 2022 – Dec 2022

- Facilitated volunteer teachers for the Gerakan Suka Baca (GSB) at the Depok Master School.
- Covered for absent volunteers, teaching cultural materials.

Event Division Staff, UNJ Journalist Fest 2022

Aug 2022 – Sep 2022

- Prepared a series of competitions for the UNJ Journalist Fest.
- Served as Liaison Officer (LO) for the Voice Over competition judges and MC for the closing event highlight of the UNJ Journalist Fest.
- Coordinated with other committee members during the closing event of UNJ Journalist Fest to ensure smooth event execution.

SKILLS

Language Skills: Indonesian (Native), English (Intermediate)**Technical Skills:** Basic Interviewing, Report Preparation, Data Management, Individual and Group Mentoring, Content Writing, Article Writing, Copywriting**Software Skills:** Microsoft Office (Word, Excel, PowerPoint), Google Workspace (Docs, Sheets, Calendar), Canva, CapCut**Personal Skills:** Interpersonal Communication, Attention to Detail, Adaptability and Flexibility, Teamwork, Problem Solving, Time Management