

Nashwa Rachma Putri

Talent Acquisition & Recruitment Enthusiast | Public Policy and Management Graduate from UGM

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📍 Kota Bekasi

PROFESSIONAL SUMMARY

Public Policy and Management graduate from Universitas Gadjah Mada with hands-on experience in recruitment, candidate selection, data management, and stakeholder coordination. Led a large-scale recruitment process involving 450 selected participants and managed over 3,000 applicant records with high accuracy. Skilled in candidate evaluation, recruitment administration, database management, and data reporting. Proficient in Microsoft Excel, Google Workspace, and professional communication in fast-paced environments.

EDUCATION

Universitas Gadjah Mada | Daerah Istimewa Yogyakarta

Bachelor of Political Science in Public Policy Management | 2022-2026

- **GPA:** 3.75/4.00 (Graduated with Honors / Cumlaude)
 - **Relevant Coursework:** Human Resources Management, CSR Management, Strategic Management, Organizational Behavior, Data Analytics and Research Methods, Program Evaluation, Public Relations, and Leadership.
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WORK EXPERIENCE

DPRD Provinsi DI. Yogyakarta | DI. Yogyakarta

Intern at Commission D (Social Welfare) | Jan - Feb 2025

- Analyzed and synthesized 5 public complaints regarding community welfare and social affairs, translating qualitative data into actionable insights for the committee.
- Coordinated logistics and drafted formal meeting minutes for 3 official hearings (Rapat Dengar Pendapat) involving regional government agencies.
- Assisted in reviewing and preparing strategic documentation for regional regulation (Perda) monitoring within a fast-paced 1-month period.

DPD RI Provinsi DI. Yogyakarta | DI. Yogyakarta

Protocol, Public Communication, Data, and Information Intern | Sep - Dec 2024

- Served multiple times as the Master of Ceremonies (MC) for formal senator discussion forums, ensuring seamless event execution and professional engagement with high-level stakeholders.
- Executed protocol management for 8+ official events and accompanied Senators on 6+ regional field visits to manage on-site logistics and public relations.
- Managed the institution's official Instagram account and authored 4 monthly news articles for the official media platform, handling end-to-end content creation from photography/documentation to publication.
- Facilitated 10+ public hearing sessions as the official minutes-taker (notulen), accurately synthesizing community aspirations and policy discussions into formal administrative reports.

ORGANIZATIONAL EXPERIENCE

PIONIR Gadjah Mada 2024 (Universitas Gadjah Mada) | DI. Yogyakarta

Sub-Coordinator of Co-Facilitator Division & Head of Secretariat | Feb – Dec 2024

- Led a 3-stage recruitment and selection process, screening a large pool of applicants and successfully selecting 450 qualified participants based on predefined competency criteria.
- Coordinated onboarding and development programs for 450 selected participants, ensuring readiness and alignment with organizational standards.
- Managed and maintained over 3,000 applicant records, performing data cleansing and database management with 98% accuracy to support recruitment operations
- Coordinated recruitment administration and scheduling for 450 selected participants, ensuring efficient communication and operational execution.
- Maintained recruitment documentation and participant databases, ensuring accurate records and real-time reporting for operational monitoring.

Halo FISIPOL UGM 2023 | DI. Yogyakarta

Secretary | Oct – Dec 2023

- Managed internal and external official correspondence, ensuring all formal letters and communications complied with university standards and bureaucracy.
- Organized and maintained an accurate database of events participant, ensuring real-time data accessibility for coordination across divisions.
- Drafted and compiled comprehensive project reports, including initial proposals and final closure reports for accountability purposes.

PPSMB Pionir Gadjah Mada 2023 | DI. Yogyakarta

Co-Facilitator | Mar – Aug 2023

- Delivered and facilitated educational materials regarding university values and soft-skills cultivation to 50 newly admitted students using engaging public speaking techniques.
- Fostered interactive group discussions and ice-breaking sessions for the class to ensure a welcoming, inclusive, and high-energy learning environment.
- Served as the primary mentor and point of contact for students, guiding them through campus adaptation and collaborative problem-solving during the orientation period.

SKILLS & LANGUAGES

- **Recruitment & Talent Acquisition:** Candidate Screening, Talent Acquisition, Recruitment Administration, Talent Selection, Candidate Evaluation, Mass Recruitment, Stakeholder Management,
- **Data & Reporting:** Data Cleansing, Database Management, Data Analysis, Recruitment Reporting, Microsoft Excel, Google Workspace.
- **Communication:** Professional Communication, Public Speaking, Interview Coordination, Report Writing.
- **Languages:** Indonesia (Native), English (Professional Working Proficiency).