



Audrey Ariella

☎ (+62)8111-093-555 | ✉ audreyariellaa@gmail.com | 📍 Cikarang, Bekasi

Human Resources professional with 3+ years of experience in HR operations, people development, and organizational support. A fast learner who thrives in dynamic environments and is eager to explore new opportunities for continuous growth and impact.

Career Summary

Organization & People Development Staff

PT Hexpharm Jaya Laboratories, Cikarang

Jul 2024 – present

Outline

Worked in a generic pharmaceutical company, supporting learning and development, employee engagement, and organizational development initiatives. Skilled in training management, TNA, HR analytics, and ensuring compliance with regulatory and audit requirements.

Key Responsibilities

- Coordinated training programs, workshops, and e-learning initiatives to support employee development and regulatory compliance.
- Conducted Training Needs Analysis (TNA) and develop Annual Training Plans aligned with business and competency needs.
- Monitored and managed assessment forms, competency dictionaries, and job competency mapping for all departments for job levels 1-3.
- Managed employee engagement initiatives, analyze survey results, and recommend improvement actions.
- Supported culture, leadership development, and organizational change projects.
- Monitored HR metrics related to learning, engagement, and development effectiveness to support decision-making.
- Ensured training records and HR data accuracy, including audit readiness for internal and external audits (e.g., BPOM & ISO 9001).

Key Achievements

- Managed employee training and development programs while ensuring compliance with GMP, BPOM, and ISO 9001 standards.
- Conducted Training Needs Analysis (TNA) and developed Annual Training Plans aligned with organizational needs.
- Led employee engagement initiatives and implemented improvement actions based on survey results.
- Supported culture development, leadership development, and change management programs.
- Monitored learning and engagement metrics to support HR decision-making.
- Maintained training records and HR data to support successful internal and external audits.
- Led a training record standardization project in Workday, improving training data accuracy by 95%.
- Coordinated a company-wide refreshment program to strengthen employee knowledge and compliance awareness.
- Implemented a point-based trainer reward system using 60% assessment performance and 40% teaching contribution as evaluation criteria.

Talent Acquisition Staff

PT Kalbe Farma Tbk, Cikarang

Dec 2022 – Dec 2023

Outline

Supported end-to-end recruitment activities, including sourcing, candidate assessment, onboarding, HRIS administration, and recruitment reporting. Coordinated internship programs and employer branding initiatives through stakeholder engagement, social media management, and content creation to attract and develop talent.

Key Responsibilities

- Managed the full-cycle recruitment process, from manpower planning and sourcing to selection and onboarding.
- Administered, evaluated, and analyzed psychological assessments to support objective candidate selection.
- Maintained accurate and up-to-date employee data within the HRIS.
- Monitored and updated weekly recruitment progress reports and databases to track hiring performance.
- Coordinated and managed the end-to-end internship program, including administration and stakeholder communication.
- Led employer branding initiatives through social media and content creation.

Education

Bachelor of Biotechnology
2018 – 2022

Atma Jaya Catholic University of Indonesia, BSD
GPA: 3.52/4.00

Organization

Atma Jaya Catholic University of Indonesia, Tangerang

Kunjungan Ilmiah	School Competition	Formatur Team of Faculty of Biotechnology	MICROBES FTb
Event Organizer Sep – Dec 2018	Documentation May – Nov 2019	Design May – Aug 2021	Coordinator of Fund Raiser Mar – Sep 2021

Core Skills

Language

English (Intermediate)

Soft Skills

Communication, Employee Engagement, Analytical Thinking, Problem Solving, Adaptability, Project Coordination, Leadership Development, Time Management

Hard Skills

Microsoft Office 365 (Outlook, Word, Powerpoint, Excel, Teams, OneDrive), Canva Design, Human Resources Information System (HRIS), HR Documentation & Record Management, Recruitment & Selection, Training Needs Analysis (TNA), Learning Management System (LMS), HR Data Analysis