



CHINTIA DAMAYANTI

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Purwakarta, West Java

Fresh graduated of Business Management in Telecommunications and Informatics at Telkom University with a strong interest in Human Resources. Experienced in supporting HR functions such as recruitment, training coordination, and internal communication. Skilled in Microsoft Office, Canva, Figma with a solid understanding of employee behavior and organizational dynamics. Known for being organized, dependable, and capable of handling multiple responsibilities efficiently. Eager to grow professionally and contribute to effective and people-centered HR practices in a dynamic work environment.

EDUCATION

Telkom University - Bandung, Indonesia

Aug 2021 - Nov 2025

Bachelor of Management, 3.77/4.00

- Relevant Courses: Human Resource Management, Change Management, Organizational Behavior

PROFESSIONAL EXPERIENCE

PT TRANS RETAIL INDONESIA - Jakarta Pusat, Indonesia

Oct 2025 - Apr 2026

Organization Development Intern

- **BPJS Kesehatan Course Project** - Developed tutorial videos on healthcare facility selection, managed 1.100 participant data, designed courses through an LMS, coordinated cross territory training schedules, and created invitation posters to increase participant engagement.
- **Canvasser Training & Educational Content (JUARA MACUAN – AHA Project)** - Edited and enhanced 2 canvasser training videos by adding animations using Canva, and developed content by creating and producing 4 storytelling-based educational videos (multi-slide), 4 educational posters on a regular basis to support effective learning delivery in the AHA program, and Created a socialization invitation poster to effectively communicate event information to the target audience.
- **Mega Insurance (AUM)** - Analyzed and processed data from 2.937 AUM users using Pivot Tables to support policy development for Mega Insurance.
- **Medical Transaction** - Managed and processed medical transaction data for 3.582 employees from January to December 2025, ensuring data accuracy and proper organization.
- **Built a company website** - Built a company website using Google Sites to present information in a structured and accessible way.
- **Area Mapping** - Developed an area mapping system by creating tracking tables and mapping 49 areas using Google My Maps to improve the effectiveness of canvasser visit tracking.
- **Media Social Content** - Created 8 Instagram content pieces (educational and engagement-focused) to improve audience interaction and company communication.
- **Halal Bi Halal Event** - Managed and coordinated 29 contributing sponsors, prepared catering requirements, and designed a potluck poster to support smooth event execution.
- **Farewell Party Maganghub Batch 1** - Led the planning and execution of a farewell event for 42 participants, coordinated team responsibilities, and ensured smooth event operations.

PT PUPUK KUJANG - Karawang, Indonesia

Jul 2024 - Sep 2024

Learning & Development Intern

- **HR Digital System Development & Internship Platform** - Contributed to the development and optimization of the E-Prakerin system as the internship registration platform at PT Pupuk Kujang and created a user manual to help participants understand the registration process.
- **Employee Learning and Development Programs** - Supported the development of 20 training modules on the Learning Experience Platform (LXP) to improve employee competencies and performed bi-weekly financial and operational reporting for the Learning and Development division to ensure accurate reporting.
- **Recruitment & Internship Management** - Managed the end-to-end recruitment process via Magenta Web, including job posting, candidate screening, and onboarding, handling more than 120 applicants, shortlisting 40 candidates, and successfully onboarding 25 interns.
- **Employer Branding & HR Content Design** - Contributed to employer branding by creating more than 10 social media contents and designing Instagram logos for the MPSDM department and E-Prakerin platform to strengthen the company's HR visual identity.

ORGANIZATIONAL EXPERIENCE

Forgesti Lizio - Bandung, Indonesia

Dec 2022

Event Decoration Staff

- Designed and executed event decorations for a venue with more than 300 guests.
- Collaborated with 4 divisions to ensure visual consistency aligned with the event's theme and objectives.
- Managed over 20 decoration items in an organized manner while maintaining high aesthetic standards.

Treasurer

- Managed a total event budget of IDR 28.000.000, ensuring proper and efficient use of funds according to the plan.
- Conducted 3 internal audits to ensure financial accuracy and administrative compliance.
- Coordinated fund allocation and disbursement across 9 teams to support smooth operational activities.
- Prepared Budget Plans (RAB) to determine required funding in a structured and accurate manner.

BUSINESS ANALYST CLASS - Bandung, Indonesia

Publication and Documentation Staff

- Designed and produced more than 15 visual materials (posters, certificates, and virtual backgrounds) in line with the event theme.
- Documented and edited over 100 photos and videos for social media publication purposes.
- Collaborated with 3 divisions to ensure all materials and visuals were aligned with the event's theme and concept.

SKILLS & CERTIFICATION

- **Soft Skills:** Communication, Teamwork and Collaboration, Leadership, Creativity, Problem Solving, Time Management
- **Hard Skills:** Microsoft Office, Canva, SPSS, Google Collab, Figma, E-Views, R-Studio, My Maps, Wix
- **English** (2024): EPRT (Telkom University) – Score: 530 / 450
- **Certification:** Human Capital Officer Certificate (BNSP)