

LAILATUL HAFIFA

hafifalaila1@gmail.com | +62 888 1810 151 | www.linkedin.com/in/lailatul-hafifa

PROFILE

Fresh Psychology graduate who has completed her thesis defense, with hands-on experience in administrative work and psychological testing. Comfortable managing data and filing documents, as well as running test sessions and scoring the results. Looking to start a career in Human Resources, particularly as an HR Admin or in Recruitment.

WORK EXPERIENCE

Ninja Express — Admin Staff (February – August 2022)

- Compiled daily reports and recaps for 50+ packages/receipts a day, used for archiving and operational tracking.
- Entered data into the company's internal system accurately to keep daily admin work running smoothly.
- Organized and filed shipping documents so they were easy to track and audit later.

Kantor Walikota Jakarta Timur — Admin Intern (July – August 2025)

- Tracked and recorded incoming and outgoing mail to keep the office's admin process and documentation in order.
- Entered official letter numbers accurately into the internal web portal and an Excel database.
- Organized physical and digital files so records were easier to find and manage.

Psychological Test Assistant — Freelance Psychology Tester

- Ran 10+ psychological assessment sessions, giving instructions for intelligence, personality, and aptitude tests.
 - Made sure test procedures were followed correctly, supervised the test room, and scored results carefully.
 - Kept sessions running smoothly by communicating clearly with participants and keeping result documents organized.
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EDUCATION

Jayabaya University (2022 – 2026)

Faculty of Psychology (GPA 3.65/4.00)

Relevant coursework: Industrial & Organizational Psychology, Psychological Test Construction, Interpersonal Communication, Psychological Assessment & Interview.

ACTIVITIES & PROJECTS

International Webinar Project | MC & Moderator

- Hosted and ran an entire international webinar in English, from start to finish.
- Handled the correspondence for the event, coordinating with the university and with our partner university in Thailand.
- Worked with international speakers and the committee to manage discussions, Q&A, and technical prep.

Cultural Exchange Program (Indonesia – Thailand) | Faculty Delegate

- Selected to represent the faculty in a cultural exchange and joint project with students from our partner university in Thailand.
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SKILL

- **Microsoft Office (Word, Excel, PowerPoint):** Writing admin documents and official letters in Word, building daily recaps and calculations for 50+ entries in Excel, and putting together clear presentation slides in PowerPoint.
- **Interviewing & Test Administration:** Comfortable conducting interviews and running test sessions, built through coursework and real experience as a psychology tester.
- **Administration & Filing:** Experienced in organizing physical and digital files so they're easy to find and audit.
- **Attention to Detail & Numerical Skills:** Sharpened through data recaps and test scoring, both of which need to be accurate.
- **Communication & Teamwork:** Used to coordinating with different people and teams, including experience as an event moderator and exchange delegate.
- **Language:** Good written and reading English.