

RISNA MARDIANA

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Bekasi, Jawa Barat. Indonesia

Psychology graduate from Gunadarma University with 1 year of hands-on experience in Human Resources, specializing in Recruitment, Talent Development, and Performance & Culture Management. Possess strong interpersonal and leadership skills, with proven ability in mentoring, talent acquisition, and employee engagement. Highly motivated to design and implement impactful HR strategies that foster employee engagement, people growth, and organizational excellence.

Education

Gunadarma University - Kota Bekasi, Indonesia

Bachelor of S.Psi, 3.91/4.00

- Conducted observations and interviews in a clinical psychology context.
- Processed subject data using 5+ psychological assessment tools.
- Studied and familiarized with 5+ additional psychological testing instruments.
- Acted as an examiner during psychological test administration.

Experiences

Laboratorium Psikologi Lanjut - Gunadarma University

Mar 2025 - Jun 2025

Assistant

- Delivered lab sessions on cognitive theories (ToT, Automatic Processing, Feature Detection, Well-Defined Problems).
- Demonstrated proper use of psychometric testing tools.
- Guided students through practical challenges and learning objectives.
- Evaluated lab reports and recorded student grades systematically.
- Monitored lab activities to ensure smooth operations and effective learning.

Open Your Mind

Nov 2024 - Apr 2025

People and Performance

- Managed monthly Performance Appraisals and monitored achievement of Key Performance Indicators (KPIs).
- Conducted KPI analysis and compiled monthly performance data reports.
- Observed employee performance and handled disciplinary actions according to company policies.
- Collaborated with the team to implement monthly award and recognition programs for high-performing employees.
- Coordinate training, development, and employee engagement programs.
- Supported employee engagement initiatives to foster a positive work culture and employee satisfaction.

Candidate College

Dec 2024 - Feb 2025

People and Culture

- Managed monthly Performance Appraisal cycles, monitoring and evaluating employee KPI achievements.
- Handled HR administration tasks related to performance management, including compiling and reporting monthly KPI scores reports for management review.
- Conducted proactive employee performance observations and analysis, addressing disciplinary issues in accordance with company policies.
- Collaborated with the team to design and implement monthly reward programs aimed at enhancing employee motivation and engagement.

Laboratorium Psikologi Dasar - Gunadarma University

Oct 2024 - Jan 2025

Assistant

- Delivered lectures and facilitated student understanding of interview techniques.
- Observed and assessed student discipline during lab sessions to ensure compliance and maintain an orderly learning environment.
- Reviewed and evaluated lab reports, providing feedback to enhance student understanding and performance.
- Acted as Person in Charge (PIC), supervising and assisting students in overcoming challenges throughout the lab period.

Swara Peduli Ceria Foundation - Buaran, East Jakarta, Indonesia

Jan 2024 - Jan 2025

Head of Human Resources & PSDM

- Collaborate with departments to identify hiring needs and create job descriptions.
- Manage end-to-end recruitment process, including job posting, sourcing, screening, interviewing, and onboarding.
- Sourced candidates through multiple recruitment platforms and professional networks to expand talent acquisition reach.
- Screened resumes/CVs to ensure alignment with predefined qualification standards.
- Conduct interviews and assessments to evaluate candidate suitability.

- Mentored and supervised 8+ staff mentors, providing structured coaching and guidance for skill and performance improvement.
- Designed and implemented HR development programs, including team bonding activities and quality improvement training for volunteers.
- Managed surveys and feedback analysis from volunteers and management to measure and enhance program effectiveness.
- Compiled program evaluation reports and delivered strategic recommendations to enhance overall HR effectiveness.

Training & Courses

SPSS For PSYCHOLOGY <i>Lembaga Pelatihan Universitas Gunadarma</i>	Oct 2024 - Nov 2024
Training to Manage Selection Result Recommendations, Job Offers and Job Orientation Programs <i>Lembaga Pelatihan Universitas Gunadarma</i>	Sep 2024
Recruitment and Selection Process Training <i>Lembaga Pelatihan Universitas Gunadarma</i>	Jun 2024
Training in Arranging Learning and Development Needs and Organizational Structure Charts <i>Lembaga Pelatihan Universitas Gunadarma</i>	Feb 2024 - Mar 2024
Training on Preparing and Managing Job Descriptions, Standard Operating Procedures for HRM and Individual Work Indicators <i>Lembaga Pelatihan Universitas Gunadarma</i>	Jun 2023
Training for Preparing and Designing Training Program, The Presentation of Learning Materials, and Learning Media <i>Lembaga Pelatihan Universitas Gunadarma</i>	Feb 2023 - Mar 2023
Training to Apply Basic Communication and Presentation Skills <i>Lembaga Pelatihan Universitas Gunadarma</i>	Jun 2022
Etiquette and Assertive Behavior Training <i>Lembaga Pelatihan Universitas Gunadarma</i>	Feb 2022

Skills, Achievements & Other Experience

- **Soft Skills:** Time Management, Public Speaking, Communication, Team Work, Analytical Thinking, Problem Solving, Empathy and Detail Oriented.
- **Hard Skills:** Microsoft Office (Word, Excel, PowerPoint), Google Workspace (Docs, Sheets, Forms, Drive), Canva (Design & Visual Communication), CapCut (Basic Video Editing for HR Campaigns), Recruitment, Interviewing, Performance Appraisal, KPI Management, HR Development, Training Coordination and Data Management
- **Language:** Indonesia (Native), English (Beginner)