Rahma Dewi Sri Wulandari

linkedin.com/in/rahmadewisw | rahmadewiswd@gmail.com | +6281327799727 |East Jakarta|
Portofolio: https://rahmadewi.eightspace.cloud

Psychology Graduate (GPA 3.72/4.00) from Diponegoro University with hands-on experience in end-to-end recruitment, high-volume psychological assessment, and talent development. Skilled in end-to-end recruitment, Behavioral Event Interviewing (BEI), Assessment Center facilitation, as well as KPI and SOP formulation. Holds a BNSP Human Capital Officer certification with a strong background in organizational leadership and driving internal development initiatives.

WORK EXPERIENCES

PT Solutiva Consulting Indonesia **February 2025 – Present**

Recruitment and Assessment Staff

- Managed end-to-end recruitment pipelines for diverse client roles, consistently delivering qualified candidates to hiring managers within a strict 2-week SLA.
- Facilitated high-volume psychological assessments, managing up to 90–250 online candidates/day for mass hiring and 20–30 candidates/day for offline sessions with zero data errors.
- Initiated HR process automation using Google Apps Script and Advanced Excel (WA hyperlink messaging & auto-report emails), standardized recruitment templates, and reduced test scoring time (CFIT & GATB) for 30 candidate batches by 50%.
- Conducted competency-based interviews using Behavioral Event Interview (BEI) and facilitated Assessment Center activities (job simulations) for client selection and promotion.
- Designed and facilitated customized employee development & training modules, aligning learning materials with client organizational needs to enhance employee competencies.

PT Meta Inovasi Nusantara Digital **April – October 2024**

Human Resource Development

- Executed end-to-end recruitment pipelines to acquire talent aligned with organizational workforce needs.
- Formulated Standard Operating Procedures (SOPs) across core HR functions to improve operational efficiency.
- Developed Key Performance Indicators (KPIs) for performance appraisal systems, assisting in structured staff development and evaluation.
- Managed HR administration, employee documentation, and performance appraisal tracking.

EDUCATION

Universitas Diponegoro **September 2020 – August 2024**

- Bachelor of Psychology
- GPA: 3.72/4.00
- Relevant Coursework: Human Resource Psychology, Industrial and Organizational Psychology, Industrial Relations, Organizational Analysis and Development, and Assessment Center

ORGANIZATIONAL EXPERIENCES

Badan Eksekutif Mahasiswa Universitas Diponegoro **December 2022 – December 2023**

Head of Inspectorate

- Led 15 members in two separate teams and organized 23 programs related to ensuring the quality of human resources, monitoring and evaluating performance in each group, coaching and member development within the 10 fields, 3 bureaus, and 1 office.
- Led performance monitoring and evaluation for 363 organizational members to provide assessments and reports twice a year quantitatively and qualitatively.
- Developed evaluation systems and internal control mechanisms to improve organizational effectiveness.
- Coordinated cross-functional teams to support program implementation and organizational development initiatives.

Himayah Afkaar **February 2022 - December 2023**

Chief of Event Developer

- Led 3 team members to organize 5 events that supported multidisciplinary discussions to enhance theoretical understanding.
- Handled all program implementation and controlled its detailed progress to guarantee the success of each activity.
- Managed weekly targets to schedule all aspects from start to finish for efficient event management.

Badan Eksekutif Mahasiswa Universitas Diponegoro **February - December 2022**

Inspectorate (Planning & Organization Development)

- Handled Internal control with integrity to maintain discipline that supports a productive organizational environment.
- Managed SOPs and performance appraisals to support sustainable organizational development.
- Implemented improvement agenda to strengthen internal organizational capabilities.

CERTIFICATION

- **Certified Human Capital Officer**
  Held by Badan Nasional Sertifikasi Profesi (BNSP) 2024
  Relevant Coursework: Developing job description, conducting wage administration, conducting social security administration, conducting the administration of human resource management policy implementation.

TRAINING & CERTIFICATES

- **Pendalaman S-Factors Intelligence Test**
  Held by Hara Anargya Indonesia 2026
- **Membuat Key Performance Indicator Karyawan Berdasarkan Jobdesc**
  Held by PT Quantum HR Indonesia 2025
- **On Job Training: Asisten Psikolog**
  Held by PT Rumah Konsul Indonesia 2025
- **Human Capital Staff: Intensive Training**
  Held by MySkill Intensive Bootcamp 2024

PUBLIC SPEAKING & FACILITATION

- **Speaker for Insani Leadership Training 2024**
  Theme: "Strategies to Optimizing Resources and Enhancing Organizational Performance"
  Held by Insani Leadership Training 2024
- **Speaker for Sekolah Para Pengkarya Psikologi 2023**
  Theme: "Develop Your Member's Trust with Performance Appraisal"
  Held by Badan Eksekutif Mahasiswa Fakultas Psikologi Undip 2023
- **Speaker for LKMM-PD Pertanian 2023**
  Theme: "Keorganisasian"
  Held by Himpunan Mahasiswa Pertanian 2023
- **Speaker for Wisata Bidang PSDM LKMM-D FSM Undip 2023**
  Theme: “Sistem Rekrutmen dan Penilaian”
  Held by Badan Eksekutif Mahasiswa Fakultas Sains dan Matematika Undip 2023
- **Speaker for Sekolah Pengurus Muda (Upgrading Himpunan Mahasiswa Informatika 2023)**
  Theme: “Komitmen dan Profesionalisme dalam Organisasi”
  Held by Himpunan Mahasiswa Informatika Undip 2023

SKILL

HR & Technical Competencies: End-to-End Recruitment, Psychological Assessment, Assessment Center Facilitation, Behavioral Event Interview (BEI), KPI Development, SOP Formulation, Employee Training & Development, Process Automation

Tools & Software: MS Office (Excel - Pivot Table, VLOOKUP, Advanced Formulas), Google Workspace (Apps Script, Docs, Sheets, Forms, Slides), Project Management (Notion, Trello), Canva

Soft Skill: Analytical Thinking, Leadership, Communication & Interpersonal Skills, Strategic Planning, Teamwork, Conflict Management, Time Management, Adaptability, Attention to Detail