



ASTIYANA ARUM LARASATI,

S.PSI., M.PSI., PSIKOLOG

INDUSTIAL & ORGANIZATIONAL PSYCHOLOGIST

SUMMARY

I have many years of experience as an assessor and familiar with various psychological assessment methods, such as the use of psychological test tools, observations, interviews, as well as making reports on assessment results. Several times I was involved in organizational development project, such as conducting job analysis, training, and organizing webinars for employee. I like new things, challenges, and I am also involved in some social activities.

CONTACT

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EDUCATION

- 2019 - 2022 Master Degree & Professional Program (Industrial & Organizational Psychology - Universitas Gadjah Mada)
- 2014 - 2018 Bachelor Degree of Psychology (Psychology - Universitas Sebelas Maret)

WORK EXPERIENCES

PSYCHOLOGY PRACTICE MAKMUROCH & REKAN

Psychologist Assistant | August 2016 - Present (Freelance)

- Assistant coordinator in psychological assessment
- Conduct psychological assessment
- Scoring psychological test result
- Make a report of psychological testing

PT. GLOBAL SUKSES SOLUSI (RUN SYSTEM)

Psychology Professional Practice Program | March 2021-June 2021 (Full time)

- Conduct Job Analysis
- Make job description and job specification
- Conduct psychological assessment
- Scoring psychological test result and make a report
- Assist the recruitment and selection process
- Hold sharing sessions for internal and external
- Conduct webinars for internal and external companies
- Make Standard Operating Procedure (SOP) for department

GERAKAN SEKOLAH MENYENANGKAN (GSM)

HR Project | October 2020-January 2021 & June 2021-August 2021 (Freelance)

- Make a training module for school principals
- Conduct Job Analysis
- Review job description and its elements

SKILLS & ABILITY

- Psychological Assessment
- Psychological testing
- Scoring & analysis of psychological test results
- Interview, FGD, LGD
- Make reports of psychological assessments
- Job Analysis
- Communication Skill
- Analytical Thinking
- Teamwork
- Using Microsoft Office
- Using Google and its office features
- Make creative designs using Canva

WORK EXPERIENCES

PSYCHODIAGNOSTICS AT PSYCHOLOGY UGM

Practicum Assistant | September 2021 - January 2022 (Freelance)

- Managing the psychological assessment practicum for Master of Professional Psychology Students
- Supervise Professional Psychology Master Students in the preparation and implementation of psychological assessment practicum
- Provide feedback related psychological assessment practicum

UPTB PSYCHOLOGY UGM

Assistant | October 2020 - April 2021 (Part time)

- Manage faculty Youtube account
- Collaborate in making learning videos
- Managing unit administration

FACULTY OF MEDICINE SEBELAS MARET UNIVERSITY

Recruitment Associate | 2019-2021 (Freelance)

- Conduct psychological assessment of Specialist Doctor Education Program batch 2019, 2020. & 2021
- Scoring psychological test result
- Make a report of psychological testing

CV.INSAN UTAMA

Assessment Associate | 2017 - 2019

- Conduct psychological assessment
- Scoring psychological test result
- Make a report of psychological testing

PT. PAN BROTHERS TBK.

HR Staff | January 2019 - April 2019

- Managing employee relations in the company, observed work activity, help solve employee problem
- Conduct some event for employee
- Conduct recruitment and selection of operator level employees

PT. ANGKASA PURA I

Internship Program Human Capital | 2017

- Assisting employee engagement survey
- Assisting BPJS administration
- Assisting review competencies dictionary

AWARDS

PC IMM JAKARTA TIMUR

Guest Speaker | August 2021

- Health webinar entitled "Merdeka dari Pandemi Covid-19"

RUN SYSTEM FT. KAYON PROJECT

Speaker | March 2021 - April 2021

- Hepi Friday #1 entitled "Feeling Your Career-How to successfully respond to the dynamic environment"
- Hepi Friday #2 entitled " Keep it Balanced!- How to win both work and personal life"
- Hepi Friday #3 entitled "Work Meaningfulness"
- Hepi Friday #4 entitled "Mengelola Emosi di Bulan Ramadhan"

COFIGHT (COLLABORATE TO FIGHT COVID-19)

Guest Speaker | October 2020

- Cofight Break entitled "Pandemi kenapa capek, ya? Aku harus apa?"
- Capacity Building for Cofighters entitled "How to Communication Problem?"

ORGANIZATIONAL EXPERIENCES

- DEMA Faculty of Medicine Sebelas Maret University
 - General Secretary (2016-2017)
 - Commission Secretary (2015-2016)
 - Commission Staff (2014-2015)
- Childhood Cancer Care Volunteer (2016-2017)
- Solo Mengajar Volunteer (2014-2015)
- Gathering Night Psychology Sebelas Maret University (2015 & 2016)
- Solo Medical Cup - National Medical Faculty Student Sports Competition (2016)
- PERSEPSI - Sports & Arts Competitions Psychology Sebelas Maret University (2014)