



## Shofi Azkia Maharani

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| Cakung, East Jakarta | Indonesia | 13950 |

### Profile

Graduate of Esa Unggul University with a degree in Psychology (GPA 3.56), with a career interest in Human Resources. Experienced as a peer counselor volunteer with strong communication and counseling skills. Proficient in recruitment, interview, and administration of psychological assessment tools such as IST, Holland, DISC, RMIB, and MBTI. Actively pursuing courses to enhance skills and knowledge in HR.

### Education

#### Esa Unggul University

September 2020 – October 2024

*S1 Psychology - GPA 3.56*

- Final Project: Case Study of Analysis of the Problem of Fear of Missing Out in Early Adult TikTok Users
- Practical Experience:
  - Data collection and scoring of the IST (Intelligence Structure Test) in Psychodiagnostics 7
  - Data collection and scoring the Holland Test in Psychodiagnostics 7

### Work Experience

#### Able.id

December 2024 – Now

*Peer Counselor (Volunteer)*

- Conduct counseling session and help clients overcome their problems
- Create a recap of counseling sessions to help clients understand their progress and monitor their development
- Systematically collected and stored the recap of the counseling session for future reference

#### Komunitas Guru Satkaara Berbagi (KGSB)

May 2024 – May 2024

*Moderator (Volunteer)*

- Guided 2 roleplay sessions for 4 participants
- Assisted in selecting 4 relevant cases to be used in the roleplay sessions
- Contacted group members to ensure readiness and understanding of the cases to be used
- Responsible as a time keeper and liaison between participants and facilitator during the roleplay session

#### SDN Pulo Gebang 02

June 2023 – August 2023

*Assistant Teacher (intern)*

- Assist teachers in managing classes and organizing teaching and learning activities, especially when the teacher was absent
- Provide guidance to students individually and in groups to help them understand the subject matter
- Assist with school administration activities

## Softskill & Hardskill

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- Problem Solver
- Good Communication
- Active Listening
- Teamwork
- Psychology Test (IST, Holland, DISC, RMIB, MBTI)
- Counseling
- Recruitment
- Interview
- Microsoft Word
- Power Point
- Canva

## Certification

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- Certified Short Class Understanding HR Frameworks, MySkill, Number 283772/HRC/LM/09/2025 [\[Certificate\]](#)
- Certified Short Class People Analytics, MySkill, Number 273796/HRC/LM/08/2025 [\[Certificate\]](#)
- Certified Short Class Recruitment Process Fundamentals, MySkill, Number 269675/HRC/LM/07/2025 [\[Certificate\]](#)
- Certified Short Class HR Compensation & Benefits, MySkill, Number 258766/HRC/LM/06/2025 [\[Certificate\]](#)
- Certified Course Recruitment, OnBoarding and OffBoarding, MySkill, Number MS-31/5/2025-kOgq766yoVNWp1wboZl0 [\[Certificate\]](#)
- Certified On Job Training Assistant Psychologist, PT. Rumah Konsul, Number 044/STFK-OJT-I-AP/RKI/I/2025 [\[Certificate\]](#)
- Certified Peer Counselor Training, Able.id, 2024 [\[Certificate\]](#)
- Certified Human Resource Staff, BNSP, Number 783004416000050382024 [\[Certificate\]](#)

## Language

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- Indonesia – Active
- English – Passive