

# CHIKA FARREN SILABAN

## ABOUT ME

I graduated from Psychology with a GPA of 3.89. I always responsible for everything that I do and I always try as hard as I can to finish it very well. I am a person who always love to learn something new and always wants to improve my self for a better ways. My motto is "always learning". Because knowledges and educations are dynamic and continuous, it means that the more you learn, the more something you can develop.

## WORK EXPERIENCE

### HR ADMINISTRATION INTERNSHIP

PT. Infra Solusi Indonesia | November 2021 - Now

- Transform documents from hard copy into soft copy
- Filling and sending e-sign of Employee Agreement for a Specific Period (PKWT), Laptop Ownership Program and Amendment to the Director
- Design Poster for Company's Social Media
- Posting, Approved and Attract Employees data
- Create a Employment Verification Letter (BPJS Letter and Reference Letter)
- Blast Letter of Agreement between Company and Employees
- Check and update Employees vaccine data
- Verification and validation of Employees BPJS data
- Write and report Employees reimbursement to Finance Division
- Project Organizational Structure Mapping

### PART TIME TUTOR

Sekolah Pelita Harapan | October 2018 - July 2019

- Teach Mathematics for Elementary School and Junior High School
- Teach Bahasa for Elementary School and Junior High School
- Teach Science for Elementary School and Junior High School

## COURSE & WORKSHOP

- PSYCHOLOGICAL ADMINISTRATOR TRAINING  
BIPI Consulting | September 2018
- COURSE SPSS FOR PSYCHOLOGY  
Lembaga Pengembangan Psikologi Universitas Gunadarma | April 2019
- DISC AND MBTI TRAINING  
BIPI HR Expert | June 2020
- START PROGRAMMING WITH PYTHON  
Dicoding Indonesia | May 2021
- DATA VISUALIZATION WITH PYTHON  
IBM Developer Skills Network | June 2021
- BECOME HR FOR A DAY: SHARP TECHNIQUES TO MASTER IN RECRUITMENT  
PT. Micro Madani Institute | July 2021
- GRAPHOLOGY FOR HR  
PT. Micro Madani Institute | June 2021
- BASIC PAYROLL CLASS  
MANAJEMENSDM.NET | October 2021

## AWARDS

- STUDENT WITH BEST ACADEMIC ACHIEVEMENT GUNADARMA UNIVERSITY ON 2ND SEMESTER 2018/2019  
**Universitas Gunadarma | December 2019**
- OLIMPIADE PSIKOLOGI 2018 "THINK CREATIVE ACT POSITIVE"  
**BEM Psikologi Universitas Gunadarma | January 2018**
- FINALIS KANG NONG SMAN 5 KOTA TANGERANG  
**SMAN 5 Kota Tangerang | October 2015**

## ORGANIZATIONAL EXPERIENCE

### NAPOSOBULUNG HKBP LIPPO KARAWACI

Secretary | July 2018 - June 2020

- Record the absences of members of the organization
- Record the results of every meeting
- Responsible for correspondence
- Coordinate with other churches to build relationships
- Record monthly report from other divisions

### PPKR SMAN 5 TANGERANG

Treasurer | June 2013 - June 2014


- Control the organization's financial budget
- Coordinate with the divisions under it in terms of budget
- Submit financial report to the chairman


## LATEST SEMINAR & PUBLIC LECTURE


- Seminar "Pentingnya Talent Management Bagi Perusahaan dan Karyawan di Masa Pandemi" | Dunia HR (2021)
- Seminar "Challenges and Breakthrough for New Tourism Era in Bali" | Universitas Bali Internasional x Asosiasi Psikologi Industri dan Organisasi (APIO) Bali (2021)
- Seminar "Women's Participation in Ending Gender Based Violence" | Global Millennial Model United Nations (2021)
- Seminar Nasional "Understanding Human Learning & The Art of Managing 4.0" | Lembaga Pengembangan dan Konsultasi Nasional (2021)




## CONTACT

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 (+62) 8979311858

 December 22, 1998

 Karawaci, Tangerang

## EDUCATION

**Universitas Gunadarma**

**Bachelor of Psychology, 2020**

**GPA of 3.89**

## SKILLS

- Microsoft Office (Outlook, Microsoft Word, Microsoft Excel, Microsoft PowerPoint)
- Pro-Int
- IBM SPSS
- Canva

## ORGANIZATIONAL EVENT

- Seminar Sex Education "My Body Belongs to Me" Sekolah Kristen SoliDEO  
**Speaker | February 2021**
- Seminar Anti Narkoba "Implementasi Iman Pemuda Kristen dalam Menyikapi Narkoba pada Era Milenial" HKBP Lippo Karawaci  
**Consumption Division | April 2019**
- Fellowship 2016 UKM Persekutuan Doa Universitas Gunadarma  
**Consumption Division | August 2017**
- Retreat PPKr SMAN 5 Tangerang  
**Consumption Division | December 2015**
- Retreat PPKr SMAN 5 Tangerang  
**Event Division | December 2014**
- Bible Day PPKr SMAN 5 Tangerang  
**Treasurer | May 2014**

## LANGUAGES

- Indonesia
- English (TOEFL ITP Prediction Test Score 657)

## SOCIAL MEDIA

 Chika Farren

 chikafarren

 Chika Farren Silaban

# Chika Farren

## Silaban



Mobile Phone

(+62) 8979311858

Email

chikafarren22@gmail.com

Blogspot

<https://chikafarren.wordpress.com/>

Instagram

@chikafarren

LinkedIn

Chika Farren Silaban

### RESEARCH

- *Relationship Between Work-Family Conflict and Coping Strategy to Working Moms*
- *Work Engagement on Career Woman (Descriptive Study)*
- *Relationship Between Perceived Social Support and Self Acceptance of People with Autoimmune Disease Type*
- *Idiopathic Thrombocytopenic Purpura*

### PERSONAL PROFILE

I graduated from Bachelor Degree of Psychology in September 2020.

I participated in the Psychology Olympic in January 2018.

I got achievement as student with best academic from Gunadarma University on 2nd semester 2018/2019.

I work as a Part Time Tutor in 2018 to 2019 at Sekolah Pelita Harapan Lippo Village.

I was a speaker for Sex Education Seminar at Sekolah Kristen SoliDEO, in February 2021.

I am a person who always love to learn something new.

I like to do something that requires innovation and new ideas.

I am a detail oriented person. For me, paying attention to every details will make it easier to catch any mistakes, errors, or changes before they become a bigger problems.

### EXPERIENCE

#### Part Time Tutor

I work as a Part Time Tutor at Sekolah Pelita Harapan for 9 months. I was teach Mathematics, Bahasa Indonesia and Science for Elementary School and Junior High School.

#### Seminar Speaker

On 26th February 2021, I became a Speaker in Sex Education Seminar with the title "My Body Belongs to Me" at Sekolah Kristen SoliDEO.



## Volunteer and Speaker

In commemoration of World Mental Health Day 2021, I participated as a volunteer with Catatan Psikologi, Bincang Psikologi dan Teman Curhat ID.

I also participated by becoming as a speaker through Instagram Live. I talked about Mental Health, the importance of Mental Health, Mental Health conditions in Indonesia, Public Stigma, the impact of Stigma on Indonesian Mental Health and how the role of young Indonesians to improve Mental Health in Indonesia and break the Negative Stigma that exists about Mental Health.



## **ACHIEVEMENT**

### Best Academic Achievement

I got the highest GPA in Psychology Major on second semester 2018/2019.



### Psychology Olympic

I participated in the Psychology Olympic in January 2018.

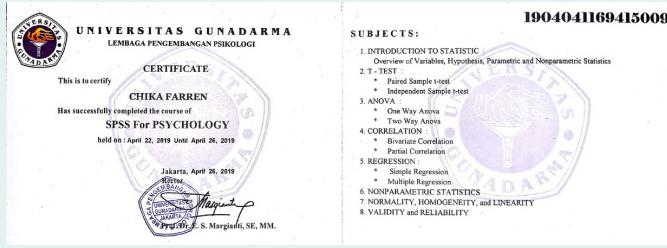


## **COURSE & TRAINING**

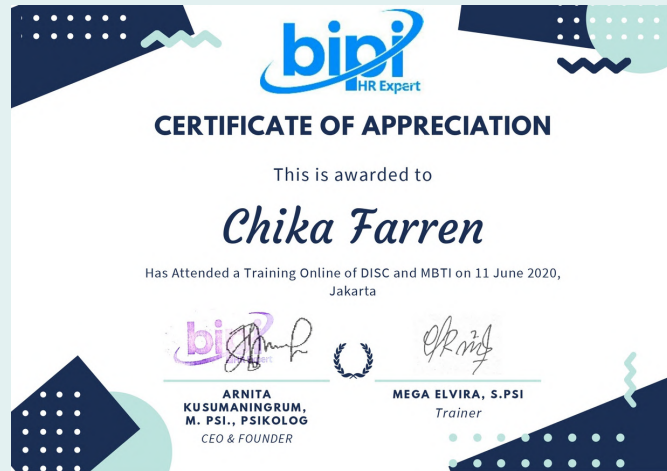
### Psychological Administrator Training (2018)



## SPSS For Psychology (2019)



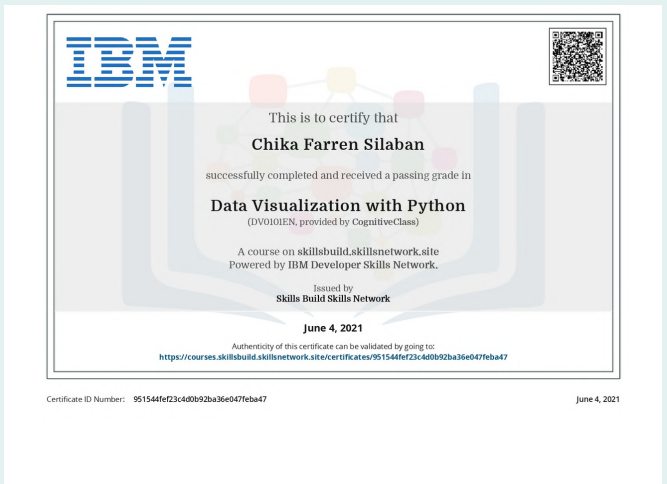
## DISC and MBTI Training (2020)



## Start Programming with Python (2021)



## Data Visualization with Python (2021)



## Graphology for HR (2021)



## Become HR for a Day (2021)



## Basic Payroll Class (2021)



# LANGUAGE CERTIFICATE

## TOEFL-Like Test (TOEFL ITP Prediction Test)

