

## EDUCATIONAL HISTORY

2016 - 2020	TARUMANAGARA UNIVERSITY BACHELOR OF PSYCHOLOGY
2013 - 2016	KETAPANG SENIOR HIGH SCHOOL
2010 - 2013	RAHMANI JUNIOR HIGH SCHOOL
2004 - 2010	RAHMANI ELEMENTARY SCHOOL

## WORK EXPERIENCE

Intern as a counseling teacher at Sekolah Kristen Ketapang I  
September-November 2019

### 1. Teaching

Teaching materials to the students at self-development class

### 2. Counseling

Giving a consultation to the students about their attitudes, score, and relationship with their friends.

### 3. Teacher's assistant

a. Helping other teachers to accompany the students during class, especially at craft and cooking class

b. Helping other teachers to scoring the tasks and input to score list

Work as a private teacher for Pre-school and Elementary school grade 1-3  
January-July 2021

### 1. Teaching

Teaching materials to the student for all subjects except Mandarin

Intern as an ISO Team at PT. Citra Insan Mandiri

September 2021-present

### 1. Interview

To get information for job description recording purposes

### 2. Make a list of job description for each position

Listing about their responsibilities, authority, competency.

### 3. Make a list of Standard Operational Procedure (SOP)

## ORGANIZATIONAL EXPERIENCES

- Part of Student Executive Board as members of community service - 2019/2020
  1. Held social service events
  2. Establish good relations with all college students
  3. Give birthday wishes and presents to all the college students and lecturers
- BUPSI part of treasury- 2017/2018
  1. Collect cash from members
  2. Team up with the treasurers of the organization's work program
  3. Record income and expenses during the activities program
- BUPSI as a writer - 2016/2017
  1. Write about the faculty of psychology Universitas Tarumanagara
  2. Team up with another division to write the results of interviews from college and lecturers
- CARITAS as a head division of equipment - 2016-2018
  1. Team up with other division to listing the needs for implementing work programs
- Part of student executive in Ketapang Senior High School as treasury - 2015/2016
  1. Collect cash from members
  2. Record income and expenses while there are work program activities
- Part of student executive in Ketapang Senior High School as secretary - 2014/2015
  1. Record student organization activities



# LENNY WIRAMIHARDJA

Bachelor of Psychology at  
Universitas Tarumanagara

## MY BACKGROUND

Hello, I am Lenny Wiramihardja. I am 23rd years old. I was born in Jakarta, January 4th, 1998.

I am a fresh graduate from psychology undergraduate program.

My personalities are easy going, loyal, adaptive and structured.

I can work in team and love to learn new experiences.

## SKILLS

Communication	Advanced
Operate Microsoft (word, excel, power point)	Advanced
Negotiation	Advanced
Presentation	Intermediate
Teaching	Intermediate

## ACHIEVEMENT

2nd winner "Festival of Entrepreneurship by Marketing and Publicity"

5-6 March 2015 at Atma Jaya University

## CONTACT INFORMATION

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