



# OLIVIA KEZIA WIKARSA

## RECRUITER

### PROFILE

Dedicated and hardworking recruiter with a Bachelor's Degree in Psychology. Team player with an eye for detail. Looking forward to joining a fast-paced work environment to use my skills in obtaining excellent candidates through employer referrals, recruitment software, and social media.

### EXPERIENCE

#### RECRUITMENT AND ASSESSMENT STAFF

PT. Eka Mas Republik (MyRepublic ID)

##### Oct 2022 - Present

- Manage end-to-end recruitment process from sourcing, interview, offering and negotiation, and on boarding.
- SAP: New Hire and Employee's End of Contract.

#### ASSOCIATE RECRUITMENT CONSULTANT

HRnetRimbun Indonesia

##### Jul 2022 - Aug 2022

- Manages the full cycle of the recruitment process with high profiles for IT positions (Senior, Manager, Director, and C-Level positions).
- Provides clients file reports, summary of the candidates, and ensures to meet the clients' requests.
- Performs administrative duties and constant candidate update in the company database.

#### RECRUITMENT INTERN

Great Giant Foods

##### Apr 2022 - Jun 2022

- End to end recruitment process for Management Trainee program.
- Carried out candidate screening process from over 9000 applicants.
- Did recruitment administration work such as candidates' data recapitulation, scheduling, following up candidates.

 (62) 811-1399-303

 keziawikarsaa@gmail.com

 Jakarta, Indonesia

### EDUCATION

#### BACHELOR OF PSYCHOLOGY

Atma Jaya Catholic University of Indonesia

3.45/4.00 GPA

##### 2018-2022

### SKILLS

- Talent Acquisition
- Psychological Assessment
- Interviewing
- Teamwork

### LANGUAGE

- Bahasa Indonesia (Native)
- English (Professional working proficiency)