

# Zahrah Zakiah Haryono

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## EDUCATION

### INDONESIA OPEN UNIVERSITY

*Bachelor Studies in English Literature specialized in Translating (currently in 6<sup>th</sup> semester)*

Jakarta, ID  
Jul 2020

- Cumulative GPA: 3.91/4.0
- Translating a number of articles, projects and literature text during the study

### JAKARTA STATE UNIVERSITY

*Bachelor Studies in English Education (1<sup>st</sup> – 3<sup>rd</sup> semester)*

Jakarta, ID  
Jul 2017

- Bachelor Studies from 1<sup>st</sup> to 4<sup>rd</sup> semester Cumulative GPA: 3.54/4.0 (2017, 2019)
- Member of Executive Board in Education Department

## EXPERIENCE

### ELITE ASIA (SG) Pte. Ltd. (Translation Company in Singapore)

*Associate Recruiter, Talent Management*

Singapore  
Feb 2022-Current

*Job Description :*

- Create and Publish Job ads in various portals for more than 5-10 job opening in one month
- Network with more than 100+ potential hires through professional groups on social media
- Screen and manage more than 100 potentials resume and job applications in a week
- Collaborate with hiring managers to set a new strategy in order to find huge number of talents
- Resulting 700+ Applicants in a month using new strategy by finding new jobs portal across the world (international scale recruiting)
- Follow up with 50+ candidates in a day throughout the recruitment process (Sending email, negotiate translation rate, sending pre-test, follow up pre-test, sending pre-test for evaluation)
- Able to use ATS (salesforce) for screening applicant
- Able to use any jobs portal (Indeed, Jobstreet, LinkedIn Recruiter lite and international jobs portal)

### PANCASILA UNIVERSITY (Private University at Jakarta)

*Lecturer Assistant*

Jakarta, ID  
May 2019 – Jul 2022

*Job Description :*

- Assisting with various departmental duties and providing academic support to Professors and other staff.
- Representing the university at conferences and delivering presentations when necessary.
- Provide Professors and Department Heads with feedback on 80+ student progress
- Input 80+ students exam's score and report to the faculty staff and Professors
- Be a substitute Lecturer for 4 EAP (English for Academical Purposes) classes

### JOBSREFER. (3000+ employee recruitment startup)

*Recruitment Specialist, Human Resources*

Jakarta, ID  
Jul 2021-Feb 2022

*Job Description :*

- Create and Publish Job ads in various portals for more than 5 jobs and 3 various portals in one month
- Network with more than 100+ potential hires through professional groups on social media
- Screen and manage more than 10 potentials resume and job applications in a week
- Collaborate with hiring managers to set qualification criteria for future employees
- Follow up with 10+ candidates in a week throughout the hiring process

### Appnesia (Future Loka News Portal Company)

*Article Writer in Korean Entertainment Section*

Jakarta, ID  
Jul 2018 – Sep 2018

*Job Description :*

- Research industry-related topics (combining online sources especially social media)
- Able to find hot topic regarding Korean Entertainment to attract more than 100+ readers in 1 article
- Able to write more than 2 articles in week with engaging topics and customer trend
- Identify customers' needs and gaps in our content and recommend new topics
- Prepare well-structured drafts using Content Management Systems
- Proofread and edit article posts before publication

- Conduct simple keyword research and use SEO guidelines to increase web traffic
- Coordinate with editor teams to illustrate articles

## ADDITIONAL

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**Technical Skills:** IT skills, particularly Microsoft Office. Adobe Illustrator.

**Languages:** Fluent in both spoken and written Bahasa Indonesia and English

**Certifications & Training:** Certified Go-To-Market Program In Microsoft and Design & Branding Virtual Internship in Sydney Romantics

**Awards:** Runner Up English Competition Nationwide Story Telling Competition (2016) and N1 Adjudicator in NUDC 2021 (National University Debating Championship)