

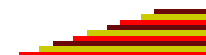


Enlightening | Inspiring | Breaking through

HOW TO PROMOTE YOURSELF

KIAT MENGHADAPI SELEKSI KERJA

SYLVI DEWAJANI



PERKENALAN dulu ya.....



- ▶ NAMA: udah tahu..
- ▶ Kerja: Fakultas Psikologi UGM
- ▶ Pendidikan:
 - ▶ UGM
 - ▶ Glasgow University, Scotland
 - ▶ Kassel Witzenhausen Universitat, Germany
 - ▶ UPM, Malaysia
- ▶ Hobby:
 - ▶ Membaca
 - ▶ “Membaca” Orang
 - ▶ Memasak
 - ▶ Nonton Sepak Bola



P



X

A

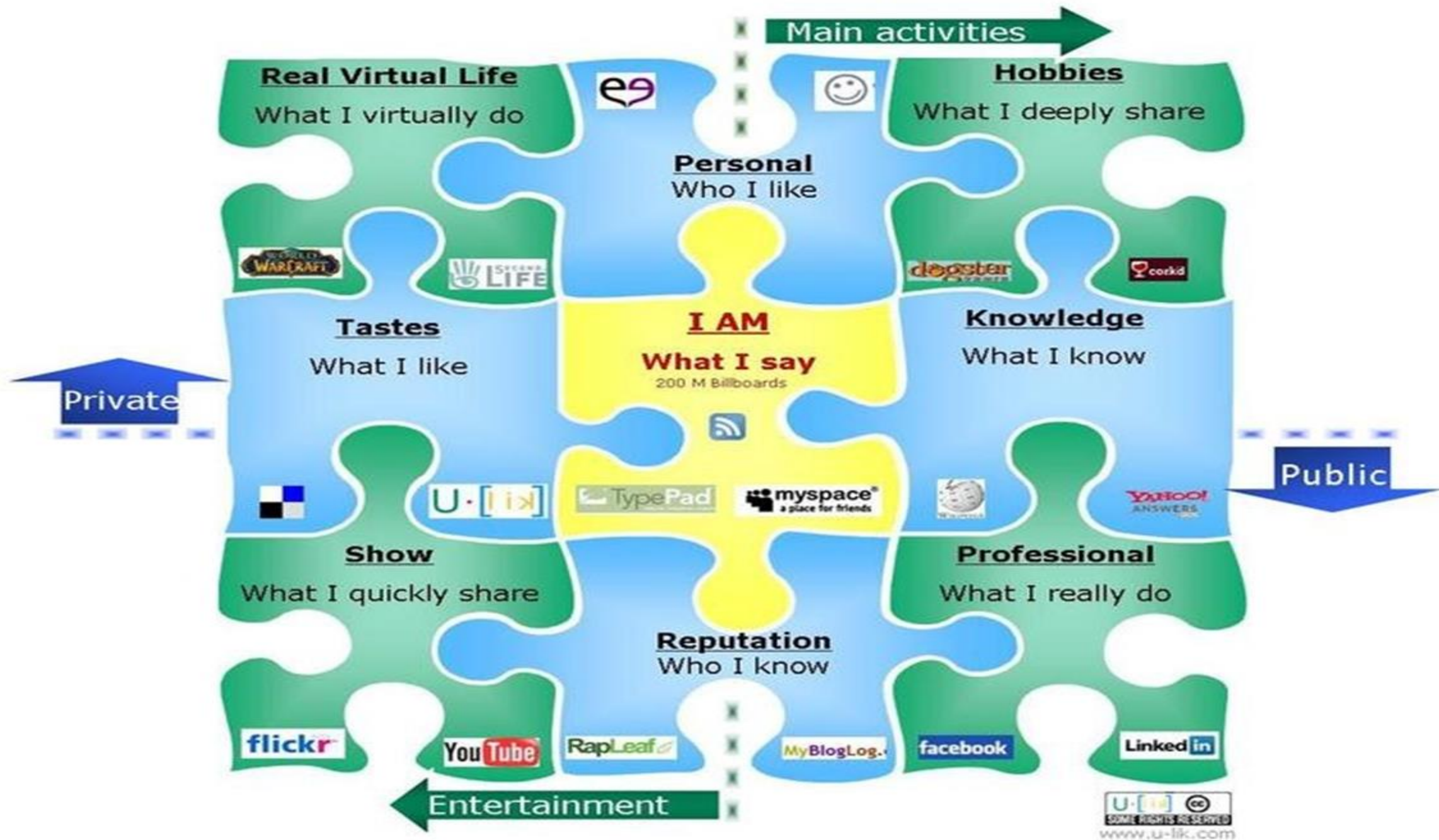
R

ANIMATION STUDIOS

Identity -
adalah **PUSH**
FACTORS



Dreams -
adalah **PULL**
FACTORS



Mari Kita temukan dulu

DEFINISI SUKSES dalam hidup pribadi:

DEFINISI SUKSES dalam hal karir/profesi:

Temukan 5 hal:

Yang paling kamu banggakan:

Yang paling berharga:

Temukan 5 hal:

Yang orang lain paling cari dari dirimu:

Yang paling kamu rasa suka untuk lakukan:

Temukan 5 hal:

Yang paling kamu benci dan tidak sukai:

Yang paling kamu rasa membahayakan atau membuatmu marah:

Temukan 5 hal:

Yang paling kamu ingin lakukan namun belum kesampaian:

Mata kuliah yang paling kamu sukai dan nilainya bagus:

My VISIONs *(tuliskan mimpi hidup yang ingin dicapai)*

Career Visions

Personal life Visions

Siapakah Orang yang KUAT dan SUKSES

Yaitu orang yang pernah GAGAL DAN MAMPU BANGKIT dari kegagalannya, yang berani mengambil dan menghadapi resiko hidup



My ATTAINMENT *(Tuliskan semua prestasi yang telah dicapai sampai saat ini)*

My LIFE CONDUCT *(Tuliskan beberapa hal yang masih ingin dan perlu dipelajari)*

Market Research, tentang diri kita, why not???

- Carilah 5 orang teman atau saudara, bisa orang tua yang mengenalmu dengan cukup baik
- Lewat WA atau email, atau bahkan boleh wawancara langsung, tanyakan 3 hal positif dan 3 hal negatif tentang dirimu. Jangan lupa tanyakan alasan mengapa kok hal tersebut dipilih, alasan dibalik penilaian
- Boleh loo, dilakukan diskusi panjang tentang ini dengan subjek risetmu, kamu akan mendapatkan banyak gambaran tentang dirimu
- Lakukan prolog sebelum mengirim pesan permintaan atau wawancara, mengapa kamu lakukan ini

Market Research tentang kesempatanmu....

- Pekerjaan profesional apa saja yang kamu ingin lakukan di masa datang?
- Lakukan penelusuran pasar, bagaimana pekerjaan tersebut dalam deskripsi strategisnya, biasanya akan meliputi:
 - Seperti apa saja uraian tugas utamanya
 - Bagaimana kesempatan berkarir dan jenjang karirnya
 - Dimana saja tersedia pekerjaan tersebut
 - Bagaimana cara mencapai dan meraih pekerjaan tersebut
 - Seberapa populer/banyak orang menginginkan pekerjaan tersebut

My ULER-e *(analisis kekuatan dan kelemahan secara internal & eksternal, beserta penyusunan strateginya)*

My UTILIZED *(tuliskan semua **KEKUATAN** yang dimiliki)*

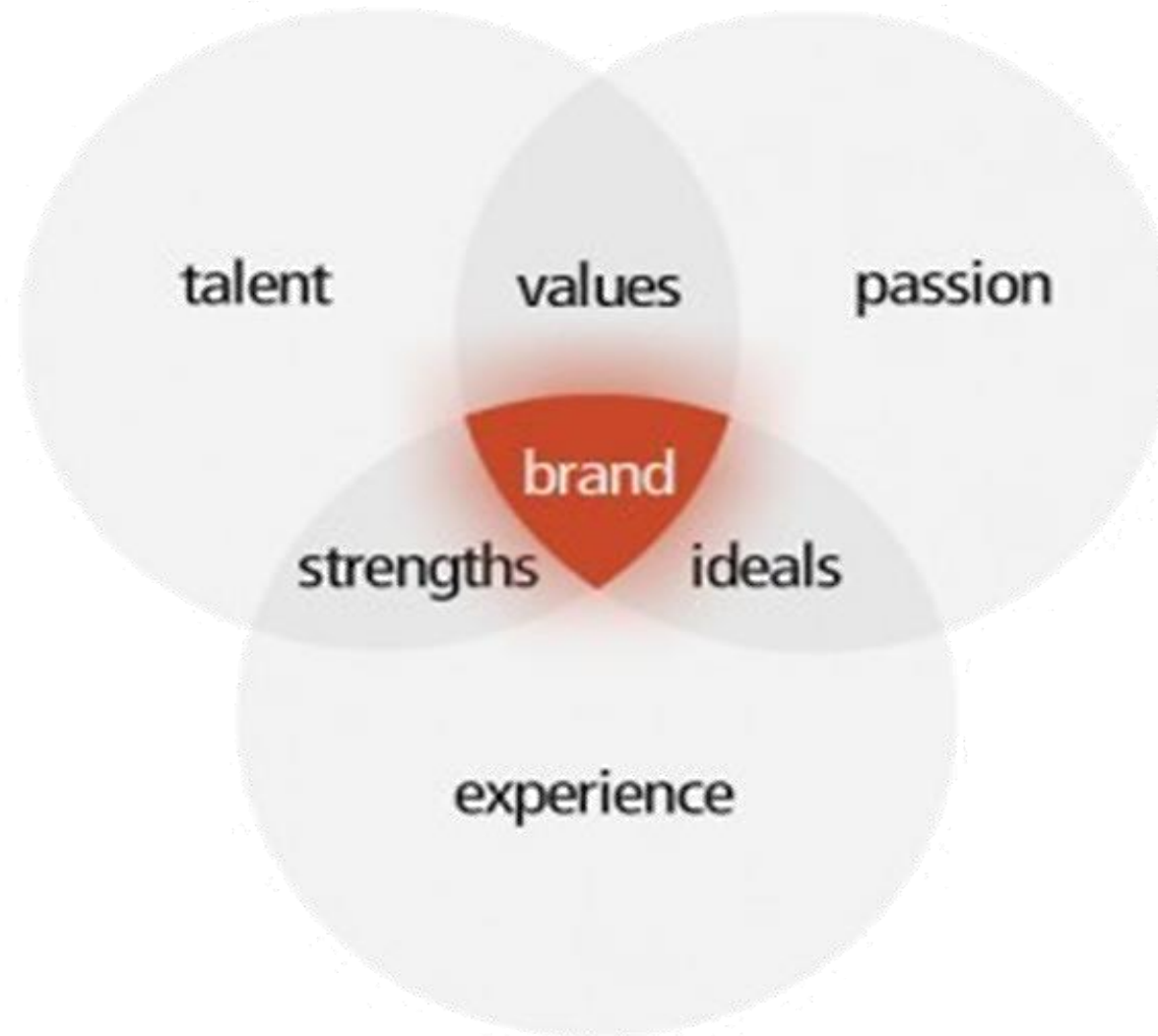
My LESSEN *(tuliskan semua **KELEMAHAN** yang dimiliki)*

My EXPLOITED *(tuliskan semua **KESEMPATAN** yang mungkin dimiliki)*

My RESOLVED *(tuliskan semua **ANCAMAN** yang dimiliki)*

My EVALUATION *(tuliskan strategi untuk mengembangkan diri berdasar ULER anda)*

PERSONAL BRANDING



Basics of Your Personal Brand

Your Brand

- character
- story
- touchstone
- value
- target market

Marketing

- brand hub
- value content
- social proof
- SEO
- social media
- call to action
- prospect/client attraction

The Goal

- sales funnel
- permission marketing
- acquire customer
- customer for life
- awareness
- brand protection
- success



My BRANDING *(Tuliskan kalimat yang mewakili diri anda dalam sebuah paragraf, yang berisi hal penting tentang anda)*



FORA KERJASAMA GLOBAL



China-A-countries
2010



India-A-countries
2011



A-E-countries
2015

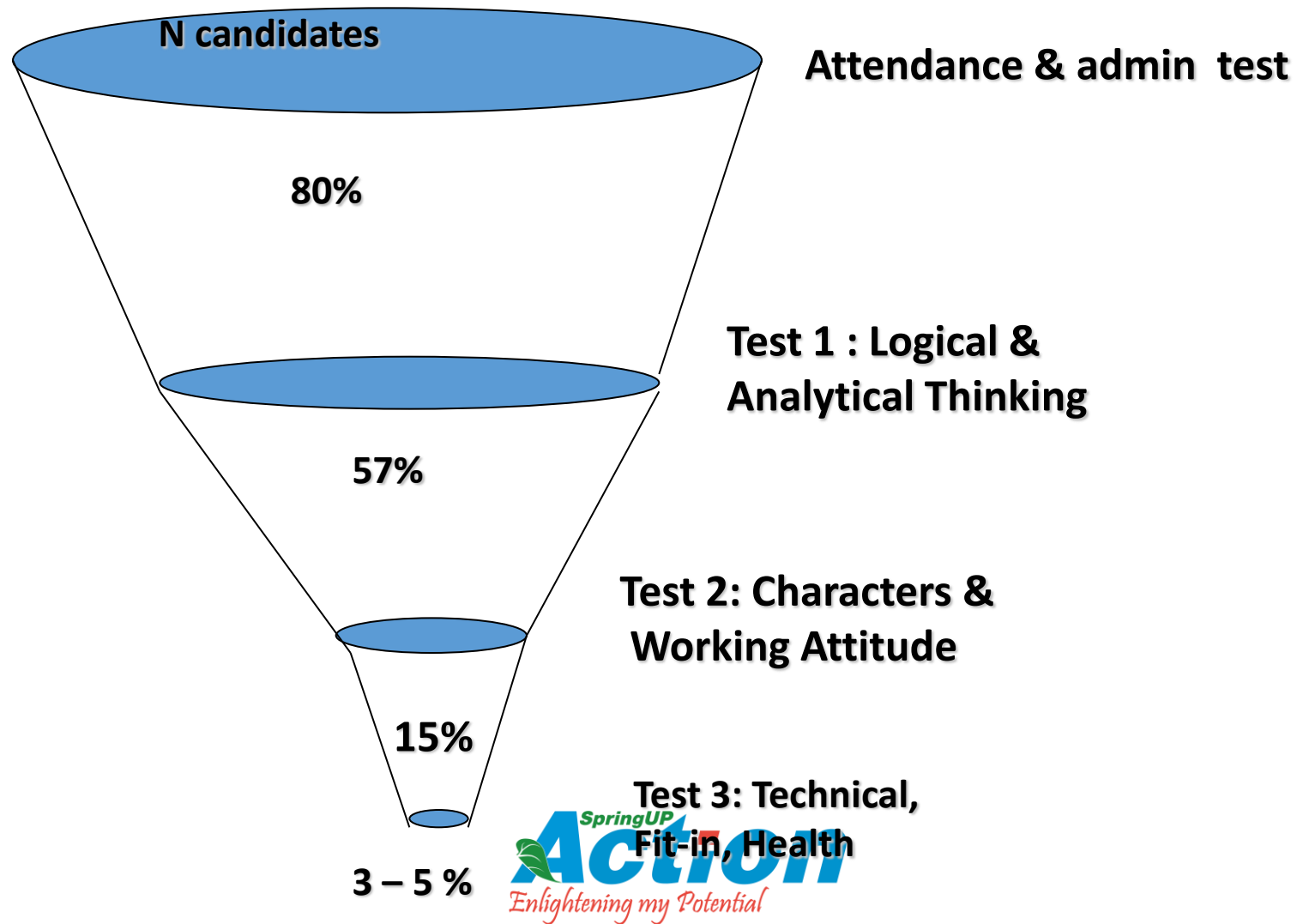


130 countries
2020

Kondisi Dunia Usaha Saat Ini

- ▶ Kecenderungan kuat untuk merampingkan diri
- ▶ Mencoba lebih fokus dan melepaskan usaha yang bukan “core business”nya
- ▶ Banyak perusahaan multi nasional sudah membuang batas2 kenegaraan, beroperasi secara regional
- ▶ Karena alasan birokrasi dan penegakan hukum yang tidak konsisten, sudah banyak modal yang dipindahkan ke luar negeri
- ▶ Upah dalam negeri yang murah, bukan lagi merupakan daya tarik bagi investor asing maupun domestik.
- ▶ Usaha kecil dan menengah belum dapat perhatian serius oleh pemerintah.

Selection Process (ASTRA case) by Ir. Bowo Wibowo



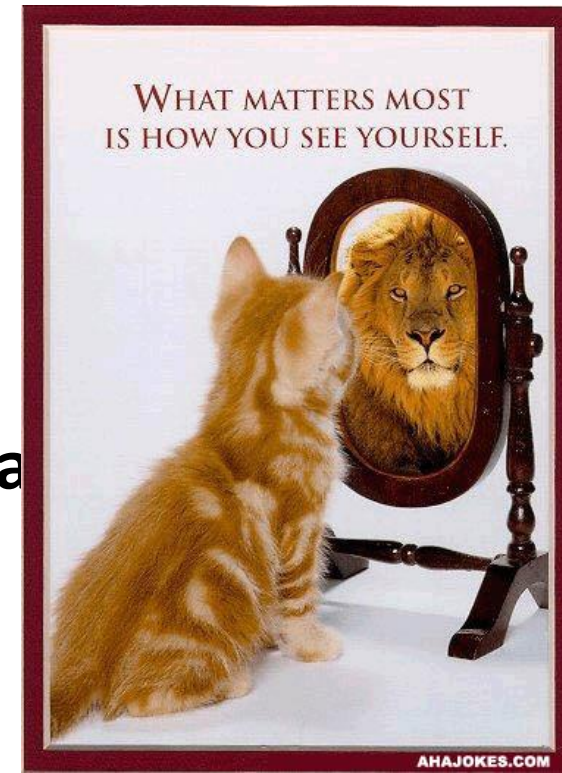
TUJUAN SELEKSI KERJA

- Mencari Calon Pekerja yang “***Compatible***”
 - Karakteristik Pekerjaan dengan *person specification* harus sesuai
 - Mengurangi kemungkinan stress kerja
 - Mengurangi kemungkinan *turn-over*
 - Mengurangi total loss perusahaan



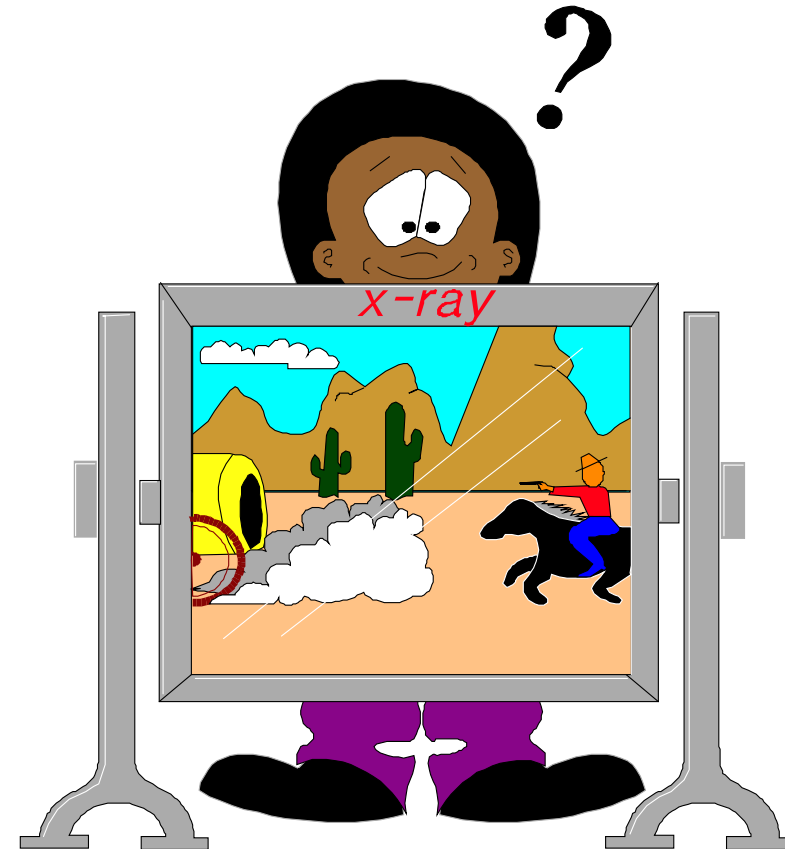
STRATEGI MENGHADAPI SELEKSI KERJA

- Mengenal Diri
 - Mengenal Pekerjaan
 - Mengenal Perusahaan
 - Mengetahui Cara mengekspresikan Diri
 - Tertulis
 - Lisan
- (berhubungan dengan ketrampilan berkomunikasi)**



MATERI PENGENALAN DIRI

- **KETRAMPILAN**
- **KEMAMPUAN**
- **KEPRIBADIAN**
 - Sikap
 - Temperamen
 - Sifat
 - Nilai



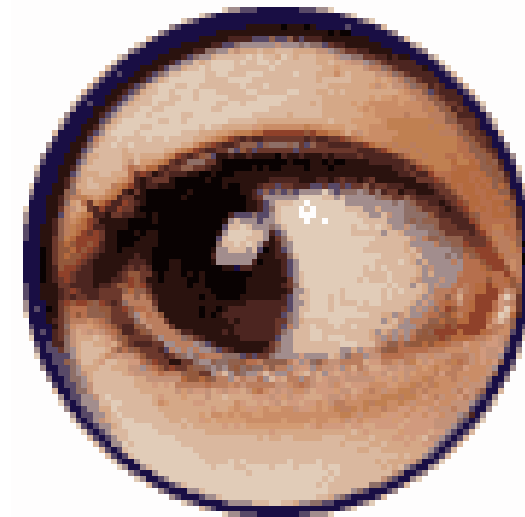
KEMAMPUAN YANG DIMILIKI CALON PEKERJA

- **ASPEK UMUM**
 - Kemampuan manajerial, Manajemen diri, kepemimpinan, ketrampilan berpikir, komunikasi
- **ASPEK KHUSUS**
 - Ketrampilan khusus, ketel Bahasa, Komputer



PROSES SELEKSI KERJA

- **ADMINISTRASI**
- **KEMAMPUAN KHUSUS (Jika ada)**
- **PSIKOLOGIS**
- **WAWANCARA**
- **TRAINING (jika ada)**



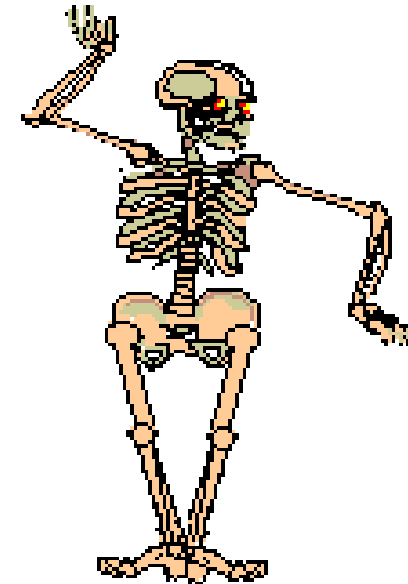
HAMBATAN YANG SERING MUNCUL DALAM SELEKSI KERJA

- ADMINISTRASI
 - Kurang tahu bagaimana “mempromosikan” diri melalui *cover letter* dan *curriculum vitae*
 - Butuh daya juang yang tinggi
 - Kurang mampu menangkap peluang
 - Kurang mampu menjadi *extraordinary*



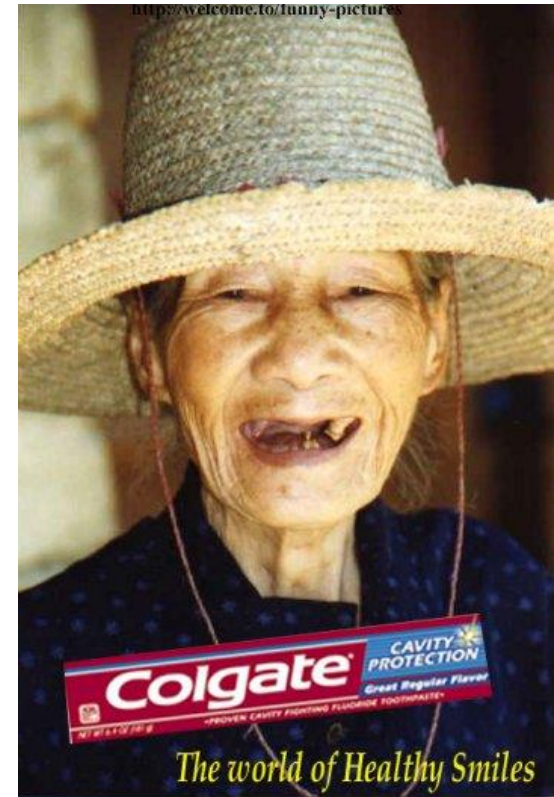
COVER LETTER

- Pengantar tujuan kita
- Struktur:
 1. Opening
 - How we got the job information
 - Willingness to join
 2. Content
 - Talk about who we are
 - Strength and achievement
 3. Closing
 - Impression
 - Look forward to....



KOMPONEN RESUME

- ▶ PERSONAL INFORMATION
- ▶ SUMMARY OF QUALIFICATION/WORKING EXPERIENCES
- ▶ EDUCATION
- ▶ ADDITIONAL PERSONAL ACTIVITIES
- ▶ RESEARCH AND PUBLICATION
- ▶ PROFESSIONAL MEMBERSHIP
- ▶ COMPETENCIES: language and others
- ▶ REFERENCES
- ▶ EXTRACURRICULAR ACTIVITIES
- ▶ MOTTO



HEADING

- Agar company yang dituju dapat dengan mudah menghubungi anda
- Impresi pertama

OBJECTIVE

- Menunjukkan pekerjaan yang benar2 ingin dicapai
- Menekankan pada apa yang akan kita berikan bukan apa yang akan kita peroleh

EDUCATION

- **Ceritakan tentang sekolah, minat pendidikan dan waktu lulus**
- **Penyediakan informasi tambahan yang menunjukkan kualifikasi kita yang terbaik untuk pekerjaan yang akan kita lamar: prestasi, beasiswa, dll**
- **Menunjukkan heading untuk menekankan kualifikasi yang relevan**

WORK EXPERIENCE

- Menunjukkan tempat kerja dan waktu kerja yang pernah dilakukan
- Menyediakan penjelasan khusus tentang pencapaian kerja yang pernah diperoleh, juga diceritakan tentang detail cara kerja dan tanggung jawab

ACTIVITIES

- Menceritakan kegiatan ekstrakurikuler dan aktivitas di masyarakat, termasuk tanggung jawab dan jenis pekerjaan yang pernah dilakukan

INTERESTS

- Menyebutkan minat personal yang akan membantu pembaca mengenai ciri pribadi kita

REFERENCES

- **Menuliskan daftar orang yang cukup dikenal, dan mengetahui tentang kualifikasi kita**
- **Pemberi referensi adalah orang yang dapat menceritakan tentang keadaan kita dengan detail**
- **Menyebutkan title, alamat kantor, telpon dan email yang dapat dihubungi**
- **Jangan lupa meminta izin pada orang yang namanya ditulis di dalam referensi**

PROSE

- Menyajikan informasi yang paling menarik terlebih dahulu
- Menunjukkan 'aktivitas' dalam kata kerja bukan kata benda
- Menggunakan kata kerja yang bersifat meyakinkan (strong verbs)
- Jangan menggunakan informasi yang tidak relevan
- Menggunakan spelling, grammar dan punctuation yang benar

VISUAL DESIGN

- Apakah sudah nampak rapi dan atraktif
- Menekankan pada fakta yang akan menarik bagi company
- Menggunakan headings, layout dan desain yang dapat membantu pembaca menemukan informasi tertentu dengan cepat



Illustrator
& Video Editor



Technical Skills

Fine Art
Drawing & Painting
Portrait
Illustration / Digital Illustration
Video Editing
Photography
Storyboard



Pencil & Paper ★★★★★
Adobe Photoshop CS5 ★★★★★
Adobe Illustrator CS5 ★★★★★
Final Cut Pro ★★★★★
Adobe Premiere ★★★★★
After Effects ★★★★★
Logic Pro ★★★★★
Adobe SoundBooth ★★★★★



Contacts

Phone 0753 1672 321
Email sssmog@gmail.com
Web <http://cargocollective.com/smog>
<http://vimeo.com/monicagomes>

Mónica Gomes

I'm a portuguese illustrator highly motivated and passionate about art in general. I have a fine art background that took me into illustration, which later on, with the use of technology also took me to work with Digital Illustration. Later on I decided to join the University doing a (BA) in Sound & Image, working side by side with artists from different areas. I also have as interests books, art & fashion magazines and Photography.

Currently I am living in Central London and looking forward to start working with people that share my love for Illustration & Video. Thank you for reading my résumé, hope to hear from you soon.



Education

ESAD, Caldas da Rainha
(BA) Sound and Image
2008 - 2011

Duran Castaibert Fine Art School
Torres Vedras, Portugal
Technical Drawing & Painting
2002 - 2007

Work Experience

HOW . Multimedia
Torres Vedras, Portugal
Full-Time Video Editor
Mar. 2011 - Aug. 2011

Caran d'Ache (Scriptus)
Freelancer
Promotor & Product Demonstrator
Jan. 2007 - Dec. 2010

Duran Castaibert Fine Art School
Fine Art & Illustration Tutor
Part Time & Full-Time
Sep. 2005 - Jan. 2008



November 1, 1986 ★
+63921-571-XXXX 📞
robx.bautista@gmail.com @
www.thecreative-dork.com ✕
www.thetravellingdork.com
@thecreative-dork 🐦

STATISTICS



SOCIAL MEDIA



ROBBIE BAUTISTA

freelance illustrator / wilderness explorer

LV 26 ❤️ HP ██████ MP ██████

🎓 De La Salle-College of Saint Benilde, **Multimedia Arts (2008)**

WORK EXPERIENCE



ABILITIES



CLIENTELE

De La Salle Philippines | Manila Ocean Park | McDonald's
Philippine Beaches.Org | Santi Obcena | Dottystyle Creative
Lenddo | Leo Burnett Philippines | Sonic Shape Records
AXA Philippines | Airphil Express | Tadopado Inc.
Directories Philippines Corporation | I Learn Hindi

EXHIBITIONS

- Mabulaklak ang Dila (2012)
- Blowing Boxes (December 2009)
- Tsubibol (November 2008)
- Sojourn (April 2008)
- Sushikkake (February 2008)



MILAN CHUDOBA

Freelance Graphic Designer

I've been a graphic designer for 6 years. I was 20 when I fell in love with graphic design and this relationship still continues. My first design was a website for friend of mine, I was very satisfied with it and thought how brilliant and modern it was. When I look at it now, I can't believe that my hands made something like this. I've completely changed my style, now I try to make modern, creative, simple and timeless designs.

11.3.1985 (26)
BIRTH

SLOVAK
NATIONALITY

BE A BEST DESIGNER
MY OBJECTIVE

SLOVAK (NATIVE), ENGLISH (INTERMEDIATE)
LANGUAGE

CONTACT



+421 907 347 852
MOBILE NUMBER



chudoba.milan1@gmail.com
EMAIL ADDRESS



www.kennymax.sk
MY ONLINE PORTFOLIO

EDUCATION

- 2000 - 2004 **SPŠ IG TVRDOŠÍN HIGH SCHOOL**
ELECTROTECHNICS
- 2005 - 2008 **ŽILINSKÁ UNIVERZITA V ŽILINE**
INFORMATICS
- 2008 - 2011 **ŽILINSKÁ UNIVERZITA V ŽILINE**
COMPUTER ENGINEERING

WORK EXPERIENCE

- 2005 - present **kennymax.sk**
Freelance designer
Ideálne Bývanie s.r.o., BPR s.r.o., Tepelné Systémy s.r.o., Pogo Boardhouse, GAVA Plast, Squashuj, Oragro, FRI University of Žilina & many more...
- 2009 - 2010 **MB Entertainment**
Graphic webdesigner
Orange Slovakia, Osporte.sk, Oskole.sk, Ohudbe.sk, Samsung Mobile, Mobile, orangeportal.sk

TRAVELLING CHELSEA FC
WEBDESIGN
 READING PRINT DESIGN
 PHOTOGRAPHY BASKETBALL
 TYPOGRAPHY FRIENDS **IDENTITY**
 MAC OS FRIENDS
 COLOURS CLEAN ILLUSTRATION

SKILLS

- 3D Studio Max
- Adobe Photoshop
- Adobe Illustrator
- Adobe InDesign
- Photography
- Creativity

STEVENSTEPHENSON

Name: Stephen Stephenson

Address: 23 Warton Road, Newham, London, E15, UK

Date of birth: June 2nd 1980

Marital status: Single

Website: www.misterstevenson.com

Email: steven@misterstevenson.com

Phone number: (44) 772 555 321



employment

June 2007-present

Friendlyleopard.com

Senior Webdesigner including CSS/HTML for a social media site where people discuss their unusual pets. Also coordinates marketing materials.

April 2006 - June 2007

Flying Banana Labs

Webdesigner for a digital agency. Clients included Nike, Burton Snowboards, Just for Laughs Festival.

November 2005- April 2006

Golden Kangaroo Interactive

Junior graphic/web designer at a small digital agency. Clients included Aussiehair, Bet 365, and Nivea

Steven Stephenson also runs his own freelance business, under **MisterStevenson**. Through it, he has worked on the following things....

Blue Duck Recruit (2009-ongoing)

A recruitment company's website. www.blueduckrecruit.com the identity, business card design, UX, and webdesign.

Evildog.com (2008-ongoing)

A boxer's personal website (including content management system) www.evildog.com identity, business card design, webdesign and HTML/CSS

Scarlet Cat Studios (2008)

A film companies site, including content management system www.scarletcatstudios.com identity, business card design, webdesign.

Friendly parrot Inc (2008)

Voice recording software product website www.friendlyparrot.com identity, webdesign, CSS/HTML

Chestnut Cow Ltd (2007)

A cheese manufacturer identity, business card design

Crazypencil.com (2006)

An educational site for children identity, webdesign

Peach Lemur labs (2005)

A biotech company site webdesign

education

First Class BA (Hons) Graphic Design

(London College of Communication 2000- 2004)

DavidDavidson Old Grammar School (GCSE)

Maths, English, English Lit, Biology, German, Art, D&T, Geography (1998-2000)

computer skills

Software: Photoshop, Illustrator, InDesign, Flash, Flexbuilder, Dreamweaver, Coda, Textmate.

Languages: hand coded CSS/HTML (compatible with IE6, IE7 and standards compliant browsers), basic actionscript, basic javascript (using JQuery). Integration of styling into ruby on rails, flex 3 and php (wordpress).

interests

Snowboarding, repairing watches, drawing caricatures, and anything to do with Japanese culture!

Gebi Denisa

+6281 86624296 | gdenisa@ipm.ac.id | jakarta, indonesia

Summary

Dedicated, creative, and a rigorous public health specialist, with extensive research, community development, and teaching experience. Flexible team player with expertise in biostatistics, program monitoring and evaluation, qualitative and quantitative research.

Education

Master of Public Health

University of Melbourne

2020-01 - 2022-01 | Melbourne, Australia | GPA 3.92 / 4

Bachelor of Public Health

University of Indonesia

2016-09 - 2020-01 | Jakarta, Indonesia | GPA 3.65 / 4

Work History

Health Data Manager

PTI Inovasi | 2022-01 - 2022-12 | Jakarta, Indonesia

Junior Database Consultant

Garba Genetik V Ministry of Health | 2021-01 - 2021-12 | Jakarta, Indonesia

Public Health Lecturer Assistant

Faculty of Public Health Universitas Indonesia | 2021-01 - 2021-12 | Depok, Indonesia

Projects

The USAID-Indonesia Expanding Maternal and Neonatal Survival (EMAS)

2020-01 - 2022-01 | West Java

Jakarta Full Public Smoking Ban

2020-01 - 2020-12 | Jakarta

Interests

- ★ Public Speaking
- ★ Cross-Cultural Communication

Achievements

- ★ LPDP Full Scholarship Awardee
- ★ Best Speaker at International Public Health Meeting
- ★ Research Grant Winner

Languages

Melayu	Native
Bahasa Indonesia	Native
English	Fluent

Skills

Cross-cultural communication



Leadership



Analytical Thinking



Work of my life



- 1 Reading Books
- 2 Yoga or Exercise
- 3 Online Volunteering
- 4 Family Time
- 5 Time for Myself
- 6 Greenhouse

Quotes

"We need to do a better job of putting ourselves higher on our own to do list"

Michelle Obama



Sytri Dewajanti

PERSONAL PROFILE

18 years experienced in lecturing and research. Always engaged in continuous learning to broaden skills, knowledge and experience. Never been easy to give up on the obstacles and roadblocks. In addition, involved in designing curriculum for Higher Education in National Level since 2002. A proven ability to deal with psychological and emotionally demanding care and successfully help the clients to regain, regain and develop skills needed for independent living since 2000. And recently, since 2010 has a peripatetic assessment experiences, to identify the best and compatible talents for Human Capital Management.

CONTACT



Jl. Pamularah 148A
Klaseman Sinduharjo
Ngaglik Sleman
Yogyakarta 5551



+62-8122969171
+62-274-885308

sytridewajanti@icloud.com



sytrivpsy@springupconsultant.com
sytrivpsy@gmail.com

EXPERTISE

- ✓ curriculum development > 15years
- ✓ training development program > 13years
- ✓ assessment, assessment center (design and assessor) 10years
- ✓ cognitive behaviour therapy for depression, anxiety in children, adult and teenagers > 5years
- ✓ Organizational Development: Corporate diagnosis, KPI, Talent Management 5years

MOTTO

Face the pain to taste the sweet

EDUCATION

Post Graduate Level

- Magister on Higher Education Management 2015-recent
Gadjah Mada University, Sekolah Pascasarjana
- PhD in Educational Psychology 2006-2010
Faculty of Educational Sciences, UPM (NC)
- Professional Degree in Psychology 1998 - 1999
Faculty of Psychology Gadjah Mada University
- Diploma Post Graduate on Supervisory Management 1995 - 1997
Glasgow STDW College United Kingdom

Under Graduate Level

- Bachelor Degree in Psychology 1990 - 1995
Faculty of Psychology Gadjah Mada University

Non Degree Education

- Implementing ESD in Higher Education, Leuphana University, Lueneburg, Germany 2009
- Training of Trainers on University Management (Summer Course) Kassel Witzenhausen 2005
- Virtual Learning Community Training, Global Campus 21, InWent, Germany 2004
- E-learning Training and Management Course, InWent, Bonn, Germany 2003
- University Management Course (3 months) Kassel-Witzenhausen, Germany 2002

ETHICS

- Hanya menuliskan pengalaman, kinerja, pendidikan dan kualifikasi yang memang benar-benar kita miliki
- Jangan menuliskan pekerjaan yang dicapai secara tim, hanya dengan menyebut diri sendiri
- Jangan menuliskan pernyataan yang dapat mengundang salah tangkap

HAMBATAN YANG SERING MUNCUL DALAM SELEKSI KERJA

- PSIKOTES
 - Membutuhkan *endurance* fisik dan psikis tinggi
 - Sangat dipengaruhi oleh kemampuan mengelola konflik
 - Berpikiran negatif, karena sering menjadi kambing hitam
 - Kurang memahami tujuan psikotes



HAMBATAN YANG SERING MUNCUL DALAM SELEKSI KERJA

- ▶ WAWANCARA
 - ▶ Kurang Percaya diri
 - ▶ Kurang mengetahui cara mengekspresikan diri
 - ▶ Membutuhkan negotiation skills



A close-up portrait of a man with dark hair, looking slightly to the right. He is wearing a light-colored collared shirt. The background is dark and out of focus.

Mark Guerra

27
WHDQ