



Naila Cahayani Putri

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I'm a Psychology Fresh Graduate from Universitas Airlangga with an extensive knowledge about the theoretical concepts of Industrial and Organizational Psychology, combined with the experience of having worked as a human capital intern, job and workload analyst. The combination of those would make me a great fit in the human resources management line of work.

EDUCATION

Bachelor of Psychology | Universitas Airlangga

August 2020 – April 2024

- Achieved cum laude predicate with GPA of 3.77/4.00
- As a Lecturer's assistant, I assisted 40+ regular and international undergraduate students to learn and practice several psychological assessment tools for adults: IST, EPPS, Kraepelin, Wartegg
- Related course: I&O Psychology, Assessment & Intervention for I&O, Adult Education, Leadership & Decision Making

Data Analytics | Zenius

August – December 2022

- Work with Excel, Google Data Studio and Looker.
- Learn how to manage raw data to produce useful and visually analyzeable information.

WORK EXPERIENCES

PT Indoprima Gemilang

Talent Acquisition Administrator | Contract

June 2024 – Present

- Participated in mass hiring for operator and staff level by building sustainable relationship with vocational schools and universities
- Managed weekly walk in interview
- Working closely with Information System Department to develop integrated Recruitment & Onboarding System
- Identified vacant positions in 6 plants and commercial division and plan for job posting through LinkedIn and social media
- Conduct end-to-end recruitment: sourcing candidate, performs BEI during HC interview, schedule interviews with general manager & director, schedule medical checkup and handle administration

Human Capital | Internship

February – June 2024

- Conduct end-to-end recruitment: sourcing candidate, performs BEI during HC interview, schedule interviews with general manager & director, schedule medical checkup and handle administration
- Provide data for Human Capital Department's monthly report
- Successfully fulfilled several positions: graphic design administrator and management trainee

Himpunan Psikologi Indonesia Wilayah Jawa Timur

February 2023 – May 2024

Team Secretary | Part-Time

- Managed the renewal of psychological license practice (SIPP) for 200+ members
- Executed 5 main events consisted of regional member meetings, regional conference, and accountability report meeting
- Coordinated election for Ketua & Majelis HIMPSI Jawa Timur, from hybrid voting system to event execution

Psychology Laboratory of Faculty of Psychology, Airlangga University

April 2021 – June 2022

Laboratory Assistant | Internship

- Awarded as the Employee of the Month on May 2021 and May 2022
- Administered 3 psychological instruments as a part of laboratory assistant selection process
- Took part in the scoring of psychological tests for 20+ people in less than 12 hours

Berbinar Insightful Indonesia

October 2021

Operating Staff of Psychological Test Administration and Scoring | Freelance

- Administered 5 psychological tests for 15+ executive staffs of a regional-owned enterprise or Badan Usaha Milik Daerah (BUMD)
- Took part in the scoring of psychological tests for 60+ people in less than 12 hours
- Organized the result of 300+ psychological tests

Faculty of Psychology, Airlangga University

February – November 2021

Task Force of Job Analysis, Workload Analysis and Job Mapping | Contract

- Conducted interviews with the head of Sub Bagian Umum dan Perlengkapan which consisted of 4 positions in the span of 2 weeks
- Analyzed the interviews result to write the job description which covers job title, brief summary, work activities, tools and equipment used, job context, work performance, compensation information and job competency
- Produced 4 job description or job information forms in the span of 2 weeks

PROJECT / VOLUNTEER EXPERIENCE

17th Psychofest Universitas Airlangga

1st Secretary

March 2023 – present

- Managed recruitment needs and schedule interviews for candidates
- Acquire 140+ organizing committees
- Prepare event's proposals, presentations, and accountability reports
- Ensure the availability of documents needed by 7 divisions

16th Psychofest Universitas Airlangga

2nd Secretary

June – December 2022

- Prepare event's proposals, presentations, and accountability reports
- Ensure the availability of documents needed by 6 divisions
- Take notes of important points during the meeting which is regularly held bi-weekly

HOPE – Hori20n Peduli

December 2021

Volunteer

- Executed social charity held in Panti Asuhan Baitun Nur, Surabaya
- Provided essential necessities for the event (e.g. speakers, masks, hand sanitizer)
- Made sure the volunteers and participants follow the health protocols

CERTIFICATION AND LICENSE

- **Women in Tech | Digitalent Kominfo** August 2022
Cybersecurity and Python
3rd Place in Showcase Hackathon
[Link to Certificate](#)
- **RevoU** June 2022
Intro to Data Analytics
[Link to Certificate](#)
- **Google | Coursera** May 2022
Foundations: Data, Data, Everywhere
Credential ID: [5Y6F6D7NZYQE](#)

ADDITIONAL INFORMATION

SKILL

End-to-End Recruitment | Learning & Development |
Psychological Assessment: Psychological Testing,
Behavioral Event Interview and Observation | Basic Job
Analysis and Workload Analysis | Customer Service |
Analytical thinking

SOFTWARE SKILLS

- Canva
- Microsoft Office: Word, PowerPoint, Excel
- Statistical software: SPSS, Jamovi
- Google Workspace: Docs, Sheets, Collaboration etc.
- Dashboard development: Looker Studio

LANGUAGE SKILLS

- Indonesian (Native Proficiency)
- English (Professional Working Proficiency)
EF Set: 71/100 (**C2 Proficient**) | ELPT Score: 640 /
Issued by Pusat Bahasa Universitas Airlangga