

VIRGIE NURUL FADHILAH

+6289678562499 | virgienurulf@gmail.com | www.linkedin.com/in/virgienf

Depok, West Java



Psychology graduate from Universitas Gunadarma and a Certified Senior Recruitment & Selection Analyst (BNSP). Experienced in managing **end-to-end recruitment for 92 candidates** and **administering psychological assessments for 6,000+ individuals**. Proficient in **Microsoft Office** and **Google Workspace** for large-scale database management and professional correspondence. I also apply my 3+ years of experience in creative content production to enhance **employer branding** and organizational communication.

Education

Faculty of Psychology, Universitas Gunadarma

2021 - 2026

Bachelor's Degree in Psychology

GPA: 3.89/4.00

Work & Organizational Experiences

Aptitude Test Universitas Gunadarma

Dec 2024 - Dec 2025

Assistant

- Conducted end-to-end recruitment for 92 candidates, including CV screening, scheduling, shortlisting, psychological testing, and interviews.
- Supervised onboarding and training for new assistants, ensuring comprehensive understanding of SOPs and operational workflows.
- Coordinated and assisted 6,000+ students via official communication channels (WhatsApp Business, Gmail, and telephone) regarding registration and assessment schedules.
- Managed and organized administrative databases for 6,000+ students into a structured Google Sheets system for better data tracking and easier navigation.
- Served as Psychological Test Administrator (Tester) for large-scale sessions, delivering standardized instructions and technical briefings.
- Upheld high ethical standards in securing sensitive psychological test materials and participant data.

Graphic Design

- Designed official flyers and recruitment materials for Aptitude Test announcements, published across Gunadarma University's official social media platforms.
- Designed and produced official certificates for assistants and programmers, ensuring accurate data and professional visual standards.
- Designed and produced official ID cards and lanyards for the Aptitude Test operational team.
- Managed and curated content for the Aptitude Test official website, authoring key sections (About Us, FAQ, and Announcements) and designing custom thumbnails and headers to ensure professional branding and clear information delivery.

Psikologi Koe

Oct 2022 - Apr 2023

Graphic Design Intern

- Produced 4+ visual assets weekly, (feeds, reels, and webinar posters) for psychological education and recruitment registration to support organizational branding and engagement.
- Designed official certificates and materials with high attention to detail, ensuring data accuracy under tight deadlines.

Santri Hub Indonesia

July 2022 - Jan 2023

Graphic Design Manager

- Led the end-to-end recruitment process for the graphic design team, including sourcing, interviewing, and selecting candidates based on creative proficiency and organizational fit.

- Managed and mentored team members, ensuring a collaborative environment and smooth project completion.
- Supervised daily workflows to ensure all design assignments were completed on schedule and met quality standards.
- Conducted regular performance evaluations to monitor team progress and provide constructive feedback.

Graphic Design Staff

- Developed engaging visual content for Instagram feeds to strengthen the organization's digital presence and audience engagement.
- Produced 3+ visual assets weekly, including feeds and webinar posters.
- Designed recruitment posters that successfully attracted over 50+ applicants.

Projects

Case Study: Job Analysis

Nov 2024 – Jan 2025

Project Team Member (Job Analysis Coursework)

- Collaboratively conducted a job analysis through interviews and observations with incumbents and peers to gather accurate role data.
- Developed comprehensive HR documents, including Job Descriptions, Job Specifications, Organizational Structures, SOPs, and KPIs to establish clear work standards.
- Mapped organizational relationships to clarify authorities and communication flows within the department.

Program Kreativitas Mahasiswa (PKM)

Feb 2024 - Aug 2024

Research Team Member of PKM-RSH (Riset Sosial Humaniora)

- Awarded a research grant from the Ministry of Education, Culture, Research, and Technology (Kemendikbudristek) and the Directorate of Learning and Student Affairs (Belmawa) for a study investigating the impact of social comparison on social media toward body dissatisfaction in adolescent girls.
- Managed and finalized all research deliverables, including literature reviews, logbooks, and the final manuscript for journal submission.
- Managed the Instagram and TikTok accounts (@beyou.ug) for a campaign related to the research issue, achieving a reach of 57,700+ accounts and gaining 700+ new followers.
- Led end-to-end content production, including the design and editing of all visual materials to promote research-based body positivity awareness.

Licenses & Certifications

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|--|----------|
| • Certified Senior Recruitment and Selection Analyst (BNSP) | Jun 2025 |
| • Certified Workforce Attitude and Behavior Development (BNSP) | Jun 2025 |

Courses & Trainings

- | | |
|---|-----------|
| • Managing Selection Results Recommendations, Job Offers, and Orientation (LSP Gunadarma) | Sept 2024 |
| • Recruitment and Selection Process Training (LSP Gunadarma) | Jun 2024 |
| • Arranging Learning & Development Needs and Organizational Structure (LSP Gunadarma) | Feb 2024 |
| • Preparing and Managing Job Descriptions, SOP, and Work Indicators (LSP Gunadarma) | Jun 2023 |
| • Basic Communication and Presentation (LSP Gunadarma) | Jun 2022 |
| • Etiquette and Assertive Behavior (LSP Gunadarma) | Feb 2022 |

Skills

- **HR & Psychology:** End-to-End Recruitment, CV Screening, Psychological Test Administration (CFIT, EPPS, Papi Kostick, IST, Wartegg, BAP, BAUM, HTP).
- **Software & Productivity:** Microsoft Office, Google Workspace, Canva, Figma, Adobe Photoshop, CapCut.
- **Languages:** Indonesia (Native), English (Professional Working Proficiency).
- **Soft Skills:** Interpersonal Communication, Public Speaking, Attention to Detail, Problem Solving, and Time Management.

Virgie Nurul Fadhillah | 2026

PORTFOLIO

Creative

About Me



Hello! I'm Virgie Nurul Fadhilah.

I am a **Psychology Fresh Graduate** at Gunadarma University and **Certified Senior Recruitment & Selection Analyst (BNSP)**. I have professional experience in HR administrations, specifically in managing end-to-end recruitment and administering large-scale psychological assessments for over 6,000 participants.

Additionally, I apply my 3+ years of experience in **Graphic Design** to create **professional social media content and employer branding visuals**. I focus on delivering purposeful designs that align with organizational goals and professional HR standards.



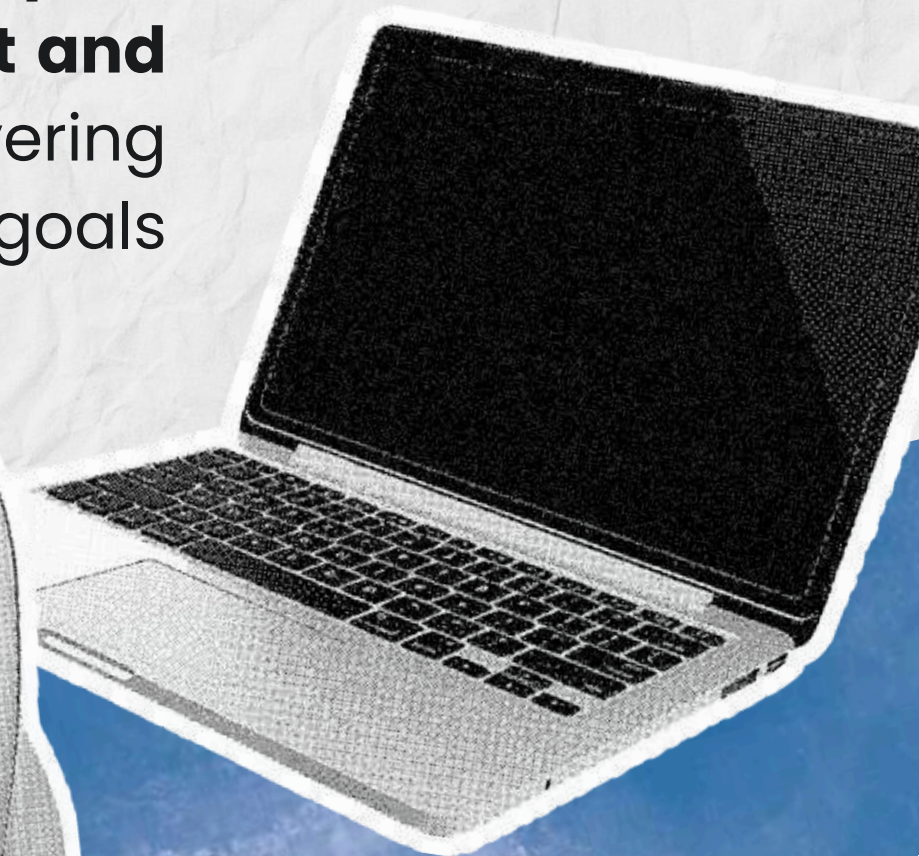
+62 896 7856 2499



virgienurulf@gmail.com



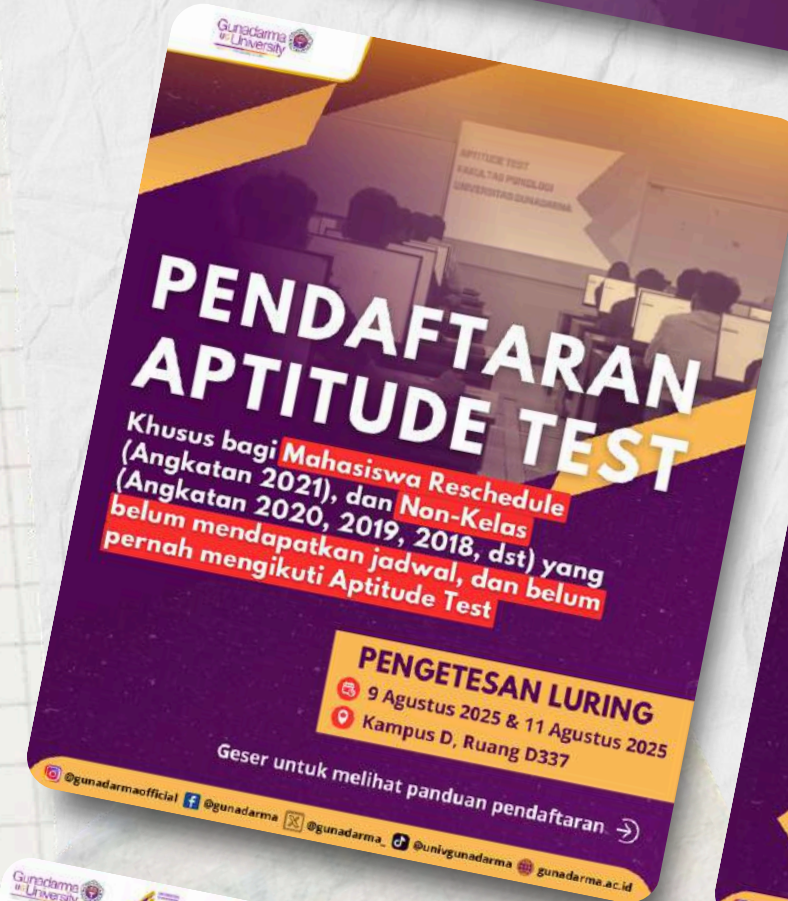
linkedin.com/in/virgientf



Skills & Experience

Aptitude Test Universitas Gunadarma 2024 - 2025 Assistant & Graphic Designer

I managed **HR operations** and **recruitment** for 92 candidates while coordinating data for 6,000+ students. Alongside these tasks, I led the team's **graphic design** by creating all official social media flyers, team ID cards, lanyards, certificates and website visuals to ensure professional branding and clear information delivery



Skills & Experience

PKM-RSH (Riset Sosial Humaniora) *Research Team Member* 2024

As part of a research team awarded a grant from Kemendikbudristek, I managed the study's deliverables while leading our **social media and content production** for our campaign, successfully reaching 57,700+ accounts and gaining 700+ followers through engaging digital content.

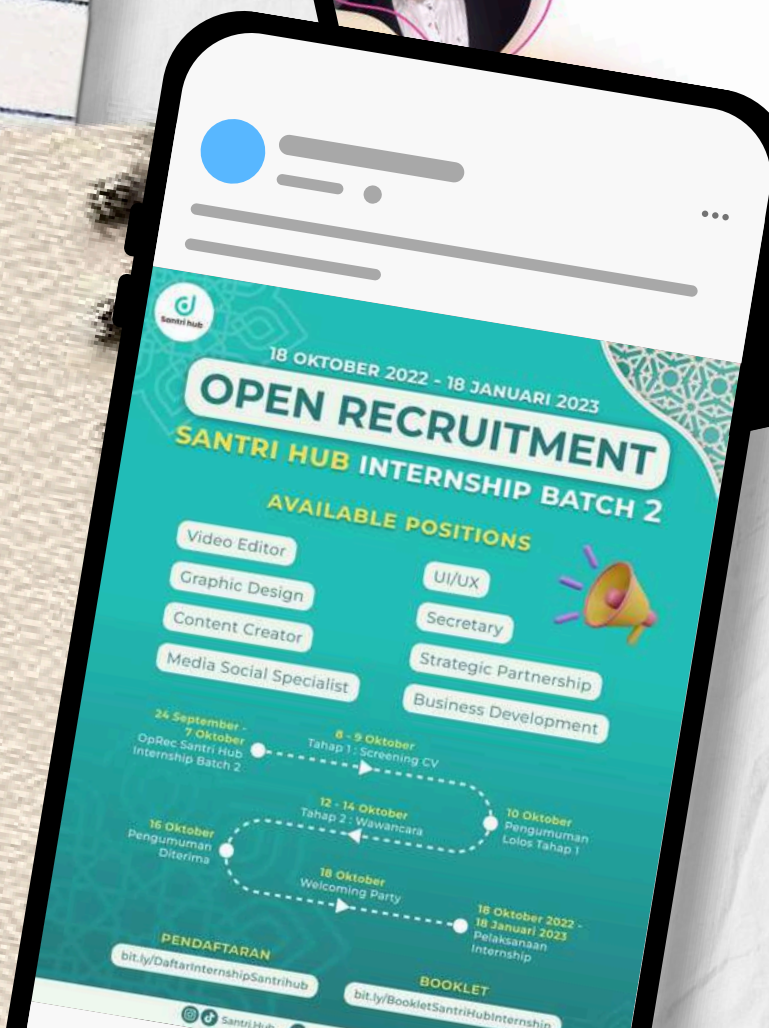


Skills & Experience

PsikologiKoe 2022 - 2023

Graphic Design Intern

I contribute as a **Graphic Designer**, creating engaging social media content and visual assets that simplify psychological concepts for a wider audience.



Santri Hub 2022 - 2023

Graphic Design Intern

I managed the **graphic design** team through **recruitment** and daily workflow supervision to ensure quality standards. I also produced weekly visual assets and Instagram content, including recruitment posters



Thank You!

*Let's Work
Together*

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