



FARADILA SUBARMAN

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BSD, South Tangerang, Banten 15310

Final-year Psychology student with experience in recruitment, psychological assessment administration, structured interviews, training support, and psychology practice support. Experienced in screening 500+ CVs, coordinating psychological tests for 150+ candidates, and conducting 20+ structured interviews. Interested in Human Capital, Talent Acquisition, Talent Management, and psychological services.

Core Skills

Recruitment & CV Screening | Structured Interview | Psychological Test Administration | Candidate Documentation | Training Support | Client Service | Confidential Records | Microsoft Office | JASP | Canva

Education Level

Pembangunan Jaya University - South Tangerang, Banten, Indonesia

2022 - 2026

Bachelor Psychology

Relevant coursework: Industrial & Organizational Psychology, Human Capital, Interview & Observation, Psychometrics, Psychodiagnostics, and Psychological Measurement Tool Construction.

Internship Experience

PT Jaya Teknik Indonesia - Central Jakarta

Jul 2025 - Jun 2026

Human Capital, Recruitment & Training

PT Jaya Teknik Indonesia, a business unit of PT Pembangunan Jaya, has provided mechanical and electrical contracting services and distributed world-class brands since 1970, delivering reliable, international-standard solutions for clients.

- Conducted screening of 500+ CVs to identify candidates that matched job requirements across multiple positions.
- Administered and coordinated psychological test sessions for 150+ candidates, ensuring accurate documentation and test validity.
- Performed 20+ structured interviews with applicants to assess competency, behavioral fit, and role suitability.
- Assisted in planning and executing employee training sessions, including participant coordination, materials preparation, and on-site support.

Pulih at The Peak - South Jakarta

Dec 2024 - Mar 2025

Assistant Psychologist

Pulih at the Peak is a psychology practice that offers holistic, client-centered therapy services. With a team of experienced professionals, they focus on mental recovery and personal growth, helping clients reach their full potential.

- Handle and organize administrative tasks, including scheduling appointments, managing client records, and processing documents.
- Serve as the first point of contact for clients, providing information and assisting with inquiries.
- Maintain confidentiality and ensure the proper documentation of client files.

School Science Center, Pembangunan Jaya Senior High School Plus - South Tangerang, Banten

Feb 2024 - Jun 2024

Academic Staff

- Managing website School Science Center, Pembangunan Jaya Senior High School Plus
- PIC of Chemistry, Physics, and Botanical Garden Laboratories
- Create academic content plans in the form of learning modules, and videos

Jaya Soft-skill Development Program in Pembangunan Jaya University - South Tangerang, Banten

Jun 2023 - Dec 2023

Administrative Staff

- Manage administrative documents such as incoming and outgoing letters, reports, data archives, and other documents neatly and systematically
- Provide information related to administrative procedures, activity schedules, or applicable policies
- Serving the administrative needs of students in accordance with the provisions of the unit

Organisational Experience

Psychology Student Association of Pembangunan Jaya University 2024 (PSIVERBY) - South Tangerang, Banten, Indonesia

Jul 2024 - Dec 2024

Vice Chairman

HIMA PSIVERBY is a forum for Psychology Students formed with the aim of accommodating, coordinating, and helping to realize the appreciation of the creativity and skills of Psychology Study Program Students. This organization is structurally under the coordination of study programs and faculties.

- Create a management structure and work program for one period

- Supervise and organize the workflow in each division
- Coordinated and delegated tasks with the chairperson to manage : Academic, non-academic, public relations, entrepreneurship, logistics, as well as publication, documentation, and design divisions.

**Student Orientation Program (PRIMA) Pembangunan Jaya
University in 2024 - South Tangerang, Banten, Indonesia**

Apr 2024 - May 2025

Treasurer

PRIMA is one of the work programs of BEM UPJ in the form of orientation activities that aim to introduce campus life to new students. PRIMA is also a way to get to know the lecturers who will be teaching and get to know each other's batch of students. New students will also be given an understanding of the university's vision and mission, values instilled, guidance programs, and descriptions of lectures.

- Develop a budget plan that is in line with the needs of the activities, and ensure that the allocation of fund is used efficiently
- Documenting every financial transaction, both income and expenses
- Collaborate with other division to create a work program budget plan.

Assessment Exposure and Achievements

- **Psychological Assessment Administration** : Experienced in administering various psychological assessments, including intelegency tests (e.g IST, CFIT, & TKD), personality inventories (e.g., DISC, EPPS, MSDT) and projective tests (e.g., Wartegg, BAUM, HTP).
- **PsyAward for the Odd 2023/2024 Period** : 1st Place Winner of the Best Consumer Behavior Project, 1st Place Winner of The Best TedxTalk Ageism Poster, 2nd Place Winner of The Highest Semester Achievement, 3rd Place Winner of The Best Psychometric Testing Article, 3rd Place Winner of The Best Experimental Journal Article
- **PsyAward for Even Semester 2022/2023 Period**: 2nd Place Winner of the Best Psychology Figure Poster