NABILA NUR AULIA

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BACKGROUND DESCRIBTION

I am a recent graduate of the Psychology department at Muhammadiyah University of Jember. I am skilled in managing people, time, and events, and have strong communication skills thanks to my experience as a leader. I am interested in psychological issues, customer development, human development, and completing structural projects. Through practical experience, such as leading teams in organizational activities and various projects, I have developed strong problem-solving skills and a keen attention to detail. To balance my academic activities, I am also active in organizations, volunteer work, and internships.

ACADEMIC & CURRENT ACTIVITIES

Universitas Muahammadiyah Jember: Bachelor of Psychology (S.Psi). **2020-2025**
GPA: 3.46/ 4.00 **| Research Interest:** Social Psychology & Indrustry

Current Activities: Assistant Lecture of Community Assesment **2024**

PROFESSIONAL EXPERIENCE

Assistant Lecturer of Community Assessment (Fakulty of Psychology, Universitas Muhammadiyah Jember). **5 Months 2024**

- **Teaching and mentoring,** mentor students in conducting reseach and projects. Provide feedback and assessment to students.
- **Research and Development,** conduct research related to community assessment, perticipate in research and development activities.
- **Administration and Services,** Assist lecturers in academic administration and services, Attend department meetings activies, Participate in community service activities.
- **Provide guidance to students.**
- **Fostering a deep understanding of community needs and dynamics,** through surveys and FGD (Focus Group Discussion).

HR Administration Intern (Dafam Hotel, Jember) **6 Months 2024**

- Enter new employee data into the HRIS system.
- Manage leave and overtime administration process.
- Create HR documents (contracts, warning letters, etc).
- Manage employee documents (salary, BPJS, etc).
- Assist with payroll and salary process coordinate with HR team and other departments.

Sales Associate (ASB BEADS Jember) **Agustus 2024-Januari 2026**

- **Assisted customers** in selectin beads, treads, and accessories for bracelets, neklaces, and bead crafts.
- **Recommended product** combinations and guided beginner customers trough their first projects.
- **Processed sales transactions** via cashier, QRIS, and bank tranfer with 100% accurary.
- **Managed daily stock** check, refilled bead jars, and reported fast-moving items to admin.
- **Maintained product displays** by color, size, and theme to boost in-store sales.
- **Ensure store and crafting area** cleanliness for a comfortable shopping experience.
- **Created content** for store IG/TikTok including new product photos and basic bead tutorials.

LEADERSHIP & ORGANIZATION

Head of the Muhammadiyah Student Association Cadre Division (IMM), Fakulty of Psychology, Universitas Muhammadiyah Jember. **2022 -2023**

Head of the Muhammadiyah Student Association (IMM), Fakulty of Psychology, Universitas 2023-2024 Muhammadiyah Jember. **2023 - 2024**

COMMUNITY SERVICE

Creating a bullying prevention program for elementary schools during Community Service Program (Kuliah Kerja Nyata) with psychoeducational activities, with a total 124 participants **Team Leader** 1 Month 2024

Creating an early marrige prevention program as well as reducing the risks of early marrige through psychoeducational in Petung Village, Bangsalsari District, Jember, with a total 46 participants (Community Service Program/Kuliah Kerja Nyata). **Team Leader** 1 Month 2024

Creating an early marrige prevention program as well as reducing the risks of early marrige through psychoeducation, cuonsuling, and flyer at the Jember District Religious Court. **Member Team** 1 Month 2024

ACHIEVEMENTS & AWARDS

- 1st Winner in the Essay Competition at Universitas Muhammadiyah Jember **University, 2022**
- 3rd place Winner for Best Presenter at the Psychology Research Journal Symposium at Universitas Muhammadiyah Jember **University, 2025**

RELEVANT SKILLS

- Leadership
- Interpersonal skills
- Capable of Adapting
- Empowerment
- Public Speaking
- Costumer Development
- Time Management

LANGUAGE SPOKEN

- National Languege: Bahasa Indonesia (Proficient)
- International Languege: English (Intermediate)
- Traditional Languege: Javanese (Proficient)

TECHNICAL SKILLS

- Microsoft Word
- Microsoft Excel
- Google Spreadsheet
- Canva and PowerPoint