

Fathan Imaad

Tangerang Regency, Banten, Indonesia | +62 851-5636-2382 | fathanimaad@gmail.com | <https://www.linkedin.com/in/fathan-imaad>

PROFESSIONAL SUMMARY

Final-year Psychology undergraduate with academic experience in interviewing, quantitative and qualitative research, data processing, confidential information handling, and structured documentation. Experienced in coordinating academic teams of 5–7 members and maintaining the accuracy and organization of data-based reports. Brings additional volunteer experience in international community operations and collaboration management, including English-language outreach, negotiation, issue handling, and follow-up. Interested in Recruitment, HR Administration, and general Human Resources operations.

VOLUNTEER EXPERIENCE

Community Moderator — Chillchat Holdings Pte. Ltd. | *Remote* 2022–2024

- Supported an international online community by responding to member inquiries and communicating primarily in English.
- Moderated discussions, handled community concerns, and maintained constructive communication while escalating complex project-related issues to the core team when needed.
- Worked collaboratively with a moderation team to address member issues, support community activities, and maintain an organized online environment.

Collaboration Manager — Chillchat Holdings Pte. Ltd. | *Remote* 2023–2024

- Conducted English-language outreach and negotiations with representatives from external Web3 projects and communities.
- Coordinated collaboration requirements, deadlines, participant information, and agreed deliverables between parties.
- Managed follow-up communication, submitted participant lists, verified eligibility when necessary, and resolved issues with partner project teams.

Collaboration Manager — Stress Capital | *Remote* 2024

- Researched and evaluated potential collaboration partners before initiating outreach and independently handled routine collaboration decisions.
- Negotiated collaboration arrangements, coordinated participant information and deadlines in English, and escalated requests outside the scope of the role to the core team.
- Across Chillchat and Stress Capital DAO, coordinated 100+ collaboration opportunities involving outreach, negotiation, follow-up, deadline management, and partner communication.

SELECTED ACADEMIC PROJECTS

Job Analysis & Job Description Development — Universitas Gunadarma Academic Project

- Collected role-related information through interviews and document review, then developed structured job descriptions and job specifications.
- Coordinated report preparation and reviewed document accuracy, consistency, and formatting before submission.

Quantitative & Qualitative Research Projects — Universitas Gunadarma Academic Projects

- Coordinated teams of approximately 5–7 students in data collection, data processing, and final report preparation.
- Organized research data using Microsoft Excel and SPSS while maintaining the confidentiality of respondent information.

EDUCATION

Universitas Gunadarma — Bachelor of Psychology | GPA: 3.68/4.00 2022–Present

Expected Graduation: 2026 | Coursework completed; currently focusing on undergraduate thesis.

TECHNICAL SKILLS

Microsoft Excel: IF, COUNTIF, VLOOKUP, XLOOKUP, text functions, sorting, filtering, basic PivotTables | **Other:** Microsoft Word, PowerPoint, IBM SPSS, Google Workspace, data organization, digital filing, structured report preparation

HR TRAINING

- Recruitment and Selection Process Training - Universitas Gunadarma, 2025
- Training on Preparing and Managing Job Descriptions & SOP HRM - Universitas Gunadarma, 2024
- Training on Final Recruitment Process & Employee Orientation - Universitas Gunadarma, 2025
- Training on Learning and Human Resource Development - Universitas Gunadarma, 2025
- Training on Learning L&D Needs & Organizational Structure - Universitas Gunadarma, 2024

LANGUAGES

Indonesian — Native | English — Professional working proficiency (strongest in written communication)