

MAYA ISWANDI

Junior Legal Associate

Malang, East Java 65146 | HP: +6281357089136 | Email: mayaiswandii@gmail.com

SUMMARY

Have analytical and critical thinking towards legal knowledge and legal understanding with strong legal reasoning skills in analyzing a case or legal issue. Excellent understanding of client communication and consultation and development of case management. Have good skills in drafting legal contracts, cooperation agreements, and related legal documents.

EDUCATION

BRAWIJAYA UNIVERSITY

Aug 2018 – Mar 2022

Bachelor of Law Science GPA 3,88 / 4.00

Award : Best graduate with honors in graduation on March 29, 2022

CAPABILITY

- | | |
|----------------------------|---|
| • Legal Research | • Able To Work Individually With A Team |
| • Legal Drafting | • Microsoft Office |
| • Legal Review | • Business law/Corporate law |
| • Legal Opinion | • Criminal law |
| • Good Communication Skill | • Private law |

PROFESSIONAL EXPERIENCE

Law Firm of Widjanarko, SH & Partners – Malang, East Java

Jan 2022 - Des 2022

Junior Associate

- Assist in handling and resolving cases and researching identification steps or strategies to be taken according to client needs.
- Exploring information with clients and prospective clients to understand the case in a legal matter.
- Assistance with police investigation reports and is responsible for providing reports to advocates and establishing regular communication with clients regarding the case or cases at hand.
- Responsible for preparing legal documents for the benefit of clients such as power of attorney, subpoenas, lawsuits, draft agreements, and other legal documents.
- Making analysis or research related to cases by looking for jurisprudence or legal principles.
- Proven to have helped handle 6 cases in the last year
 - Inheritance Dispute
 - Gas station Dispute (SPBU)
 - Employment Dispute
 - Company Embezzlement
 - Company Establishment
 - Postponement of Debt Payment Obligations and bankruptcy

Pandawa 7 Organizer - Malang, East Java

Aug 2019 – Present

Project Leader

- Collected vast amounts of data to organize attendee-centric events, increase attendee engagement in real life and deliver enhanced event experiences.

- Provided ongoing cost and estimate analysis reporting and managed cost allocation.
- Observed progress of each project, examined risks, and coordinated plans by managing team meetings and discussing projects goals and objectives.
- Maintained tactical control of project budgets and timelines to keep teams on task and achieve schedule targets.
- Defined responsibilities, duties, and roles of each team member.

PT Kosmetika Cantik Indonesia (MS GLOW) - Malang, East Java

Jul 2021 – Oct2021

Internship – Staff Legal

- Analyze and review cooperation agreements with external parties related to company needs.
- Provide legal opinions related to legal and business aspects of the company.
- Conduct consultations and negotiations as well as coordination with related parties such as notaries or related agencies.
- Managing archives and controlling legal documents and company assets.
- Managing administration related to agreements, permits, assets, work contracts and company legality.

YLBHI Surabaya Pos Malang - Malang, East Java

Jul 2020 – Sep 2020

Internship - Legal Assistant

- Making of legal opinion in accordance with the direction of the advocacy coordinator and the person in charge of the case.
- Preparing an agenda for discussion, socialization and legal counseling to the public regarding legal issues in Indonesia.
- Preparing documents and files in case handling.
- Legal and human rights research
- Prepare documents needed for advocacy purposes (briefing papers and press releases)
- Success in conducting outreach and legal counseling to the public regarding cases of sexual harassment in Malang City

LBH Rumah Keadilan – Malang, East Java

Mar 2020 – May 2020

Internship - Legal Assistant

- Creating legal articles and analyzing legal cases related to certain articles or regulations
- Perform transcripts of recorded interviews with clients and trial proceedings
- Conduct inventory and analysis of legal cases and legal issues related to the cases at hand

ORGANIZATIONAL EXPERIENCE

Brawijaya University Law Student Association

Apr 2019 – Feb 2021

Legal Studies Section

- Developing plans and strategies for seminars based on online and offline activity
- Providing topics and themes as well as determine sources who are experts in the field of law so that the delivery of material can be carried out precisely and carefully
- Responsible for Making accountability reports after seminar activities

Volunteer Caring For Orphanages And Victims Of Natural Disasters

Jan 2020 - Present

Secretary

- Making activity proposals related to fundraising
- Prepare planning and reporting of work programs and humanitarian action activities coordinating
- Monitoring and evaluating the implementation of fundraising

BERDASARKAN KEPUTUSAN DEKAN
 521 Tahun 2022
 29 Maret 2022

KEMENTERIAN PENDIDIKAN, KEBUDAYAAN, RISET, DAN TEKNOLOGI
 UNIVERSITAS BRAWIJAYA
 FAKULTAS HUKUM
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 Website : hukum.ub.ac.id E-mail : hukum@ub.ac.id

SURAT KETERANGAN LULUS
 Nomor : 13067/UB/FH/S1/2021

Dekan Fakultas Hukum Universitas Brawijaya dengan ini menerangkan bahwa
 mahasiswa tersebut di bawah ini telah menyelesaikan keserjanaan Program Studi
 Ilmu Hukum dengan predikat : **Dengan Pujian**

Nama	: Maya Iswandi
Nomor Induk	: 18501010111011
Tempat/Tanggal Lahir	: Malang, 13 Desember 1999
IPK	: 3.88

maka kepadanya diberikan segala wewenang dan hak yang berhubungan dengan
 ijazah yang dimilikinya.

Malang, 31 Maret 2022
 Dekan


 Dr. Muchamad Ali Safa'at, S.H., M.H.
 NIP. 19760815 199903 1 003

ETS® TOEFL ITP®
 CERTIFICATE OF ACHIEVEMENT
 This is to certify that
 MAYA ISWANDI
 achieved the following scores on the
 TOEFL ITP® Test

Listening Comprehension:	58
Structure & Written Expression:	58
Reading Comprehension:	56
Total:	573

Under the auspices of:
 UNIVERSITAS BRAWIJAYA
 At: Malang, Indonesia
 Date: 11 Nov 2021
 Silver: 0954114

Mohammad Kousha
 Mohammad Kousha
 General Manager
 Global Education Division, ETS