



NIDA NADILATUNNISA

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Jln. Cempaka Putih Tengah No.42 Jakarta Pusat

Bachelor of Law who always expand experiences and knowledge. A well rounded person, also know as an active and hard working college student which love to collaborate in diverse environments. looking for job opportunities that provide opportunities to develop into a professional career.

Work Experiences

Kejaksaan Negeri Serang - Serang

Aug 2021 - Sep 2021

assistant Prosecutor

- Organize files to be brought to the court
- Analysing cases with prosecutors
- Help the prosecutors's job to be well controlled

LQ Indonesia Law Firm - Jakarta

Sep 2022 - Present

Paralegal

- Organize of permits and other documents both for internal and external to the company.
- Prepare legal document and coresspondence, summons, complaints, signals, and subpoenas.
- Making legal opinions and legal advises to cases in the company.
- Filling (archiving) documents/reports/ company outgoing letters.

Education Level

Universitas Trisakti - Jakarta

Aug 2018 - May 2022

Bachelor Degree in Law, 3.42/4.00

- Building partnerships with organisation to provide response service and prevention of sexual violence at Trisakti University with several well-known campuses.
- actively participate in more than 10+ campus event, such as webinars and leadership training.

Organisational Experience

Student Executive Board

Dec 2020 - Aug 2021

Staff Biro Pemberdayaan Perempuan

- Organizing issues related to womens's empowerment in the campus scope.
- establishing the organization's standard operating procedurs result 85% increase in effeciency.
- provide an easy space for reporting matters related to sexual violence on campus.

Soft skills and Training

- **Soft Skills:** Analytical thinking, Critical Thinking, Logical Thinking, Leadrership, Teamwork,Integrity and Project Management
- **Training:** Pendidikan Khusus Profesi Advokat (PKPA) (improve knowledge, skills, and expertise in the field law, especially as an advocate profession. Legal Officer Training at Ansugi Law Firm (training as able to become reliable professional to handle the field of legal officer in various scales and type of companies).