

MAYA ISWANDI

Legal Staff – Legal Associate

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

SUMMARY

I have analytical and critical thinking of legal knowledge and understanding with strong reasoning skills in analyzing a case or legal issue. I have a good understanding of client communication, consultation, and case management. I am skilled at drafting contracts, cooperation agreements, powers of attorney, 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 skills - legal drafting, legal review, power of attorneys
- Case analysis and research
- Good communication skills
- Able to work individually with a team
- Microsoft office

PROFESSIONAL EXPERIENCE

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

Jan 2022 – Nov 2022

Legal Associate

- Carried out case handling with advocates (non-litigation) and designed a strategy for handling cases
- Explored information with clients and prospective clients to understand the case in a legal issue
- BAP assistance at the Police Station with advocates and clients
- Proven to have helped handle 5 cases in the last year

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

Intern Student – Staff Legal

- Analyzed and reviewed agreements with external parties
- Conducted consultations and negotiations as well as coordination with related parties such as notaries or related agencies
- Managed archives of legal documents neatly and regularly

YLBHI Surabaya Pos Malang - Malang, East Java

Jul 2020 – Sep 2020

Intern Student

- Drafted legal opinions according to the direction of the advocacy coordinator and the person in charge of the case
- Prepared an agenda for discussion, outreach, and legal counseling to the public regarding legal issues in Indonesia
- Prepared documents and files in case handling
- Legal and human rights research
- Prepared documents needed for advocacy purposes (briefing papers and press releases)
- Succeed in conducting outreach and legal counseling to the public regarding cases of sexual harassment in Malang

LBH Rumah Keadilan – Malang, East Java

Mar 2020 – May 2020

Intern Student

- Wrote legal articles and analyzed legal cases related to certain articles or regulations
- Performed transcripts of recorded interviews with clients and court proceedings
- Conducted inventory and analysis of legal cases and legal issues related to the cases

ORGANIZATIONAL EXPERIENCE

Brawijaya University Law Student Association

Apr 2019 – Feb 2021

Legal Studies Section

- Developed plans and strategies for online-based seminars
- Provided topics and themes as well as determined experts in the field of law so the delivery of material can be done precisely and carefully
- Wrote a post seminar activity report

Berdasarkan Keputusan Dekan
521 Tahun 2022
29 Maret 2022



KEMENTERIAN PENDIDIKAN, KEBUDAYAAN, RISET, DAN TEKNOLOGI
UNIVERSITAS BRAWIJAYA

FAKULTAS HUKUM
JALAN RAYJEN HARYONO NO. 169 MALANG 65145
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SURAT KETERANGAN LULUS

Nomor : 13067/UB/FH/St/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 : **185010101111011**
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 Sarikat, S.H., M.H.
NIDP. 19760815 199903 1 003



CERTIFICATE OF ACHIEVEMENT

This is to certify that

MAYA ISWANDI

achieved the following scores on the

TOEFL ITP® Test

Listening Comprehension	88
Structure & Written Expression	88
Reading Comprehension	98
Total	274

Under the auspices of
UNIVERSITY OF BRAWIJAYA
801 Malangan Indonesia
Date: 11 Nov 2021
Code: 00000110

Muhammad Fauzan

Muhammad Fauzan
General Manager
Global Education Division, ETS