

NINDA NADILLA BR BAKO

+6282258876661 | nindanadilla74@gmail.com | linkedin.com/in/ninda-nadilla | Bintaro, Jakarta Selatan

A recent graduate from a reputable university in Aceh with a major in Private Law, I am seeking opportunities in the Legal Field. I have gained valuable experience through internships at various workplaces and held various positions in organizations. I am committed to continuously improving my skills and knowledge and am eager to contribute my skills to a dynamic and growing organization.

EDUCATION

University of Syiah Kuala - Banda Aceh, Aceh

Aug 2018 - Jan 2023

Fresh Graduate in Law, GPA 3.63/4.00

WORK EXPERIENCE

Yayasan Advokasi Rakyat Aceh - Banda Aceh

May 2021 - Aug 2021

Legal Intern

- Assisted and represented the authorizer in every mediation process and other non-litigation dispute resolution efforts. This involved creating and signing documents, obtaining and providing necessary information, and submitting applications, among other actions, to protect the interests of the client, as long as it was consistent with laws, regulations, and ethical standards.
- Conducted client interviews, obtained statements from key witnesses, took notes during mediation sessions, and provided general support to the supervising lawyer.
- Prepared a letter of evidence for an ongoing case, to be used as a basis in handling the matter.
- Observed court proceedings, including trials and hearings, and assist attorneys in preparing for these proceedings
- Responsible for performing various administrative tasks, such as filing legal documents, organizing case files, and managing correspondence.

ORGANIZATIONAL EXPERIENCE

Asian Law Students' Association (ALSA) Local Chapter Universitas Syiah Kuala

Jan 2021 - Feb 2022

Chief of Liaison Officer

- The National Moot Court Competition is a criminal moot court competition held annually by ALSA National Chapter Indonesia, in which students from all over Indonesia participate to compete for the prestigious Supreme Court trophy. I am in charge of taking care of all the information and submitting it to the delegates.
- Controlled and supervised a team of 48 Liaison Officer committees.
- Improved the quality of members in the Liaison Officer division and directing its members.
- Provided assistance as a liaison between the committee and the delegates.

Asian Law Students' Association (ALSA) Local Chapter Universitas Syiah Kuala

Jan 2021 - Dec 2021

Secretary General

- As the Secretary General, I am responsible for helping the vice managers of departments to create the necessary documents.
- Created the required letters, received incoming letters, and managed all the necessary documents.
- Assisted the committee secretaries in carrying out their duties.
- Attended the Pra-Musyawah Nasional & ALSA Leadership Training (PALT) XXVIII 2021 organized by Udayana University, Bali.

Asian Law Students' Association (ALSA) Local Chapter Universitas Syiah Kuala

Jan 2020 - Dec 2020

Vice Manager of Internal

- Drafted accountability reports, letters, and other necessary documents for administrative needs.
- Assisted managers in controlling ALSA alumni, demissioners, and members.
- Assisted the committee secretaries in creating documents for internal programs.
- Attended the Seminar and Workshop Nasional ALSA Indonesia (SEWORKNAS) 2020 organized by Universitas Brawijaya, Malang.

CERTIFICATE

Perhimpunan Advokat Indonesia (PERADI)

Feb 2023- March 2023

- Pendidikan Khusus Profesi Advokat (PKPA)

SKILL AND LANGUAGE

Soft Skills: Communicative, skilled in time management, good communication interpersonal, customer oriented, thorough, responsible, able to work with team, leadership, detail-oriented, multitasking, public speaking

Hard Skills: Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Team Management, Legal, Project Management

Languages: English (Professional Work Proficiency), Indonesian (native)