



Felix Jonathan Jasul Limbong

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SUMMARY

My name is Felix Limbong, and I hold a Bachelor of Laws degree. I have a keen interest in and the ability to perform legal drafting, legal research, and analysis. Apart from my legal expertise, I also possess skills and experience in video editing and copywriting. I believe that with the various abilities and experiences I have, I can make a positive impact wherever I am.

EDUCATION

Faculty of Law - University of Jayabaya
Bachelor of law, GPA 3.30 of 4.00

August 2019 – August 2023

WORK EXPERIENCE

Purchasing Intern

Jan 2024 - Now

PT. Prima Inovasindo Sukses (Otoproject)

- Proses purchase orders in accordance with requests from the general affair.
- Seeking vendors for each initial purchase request of new items.
- Compiling price comparisons from multiple newly identified vendors.
- Communicating with vendors regarding shipment and shipping issues.
- Entering incoming goods into accurate.
- Generating weekly and monthly reports for each purchase request of items.

Social Media Officer

October 2023 - Now

Play Spot Cafe

- Creating content for Instagram social media.
- Creating a shooting schedule.
- Organizing a posting schedule.
- Responding to very incoming message on Instagram.

Legal Intern

Jun 2022 - Jul 2022

Indonesia Ministry of Law and Human Rights (Kemenkumham RI)

- Responsible for administration process and maintain the record for retirement notice and retirement plan for notaries.
- Responsible for administration process and maintain the record for notary relocation.
- Conduct Benchmarking Analysis for Indonesia Notary Association (*Ikatan Notaris Indonesia – INI*) appointment, development and assessment regulations.
- Assigned to write minutes of meeting (MOM) for all meeting held by the department.

ORGANIZATIONAL EXPERIENCE

Head of Advocacy Department

Sept 2022 – Aug 2023

Student Executive Board Faculty of Law University of Jayabaya (BEM FH Jayabaya)

- Organizing work for 3 subordinate in Advocacy Department.
- Represent Advocacy Department to give an advocacy speech in the student event.
- Together with the Core Team of Student Executive Board communicate and convey student feedback and expectations with Dean and related PIC.

Staff of Advocacy Department

Sept 2021 – Aug 2022

Student Executive Board Faculty of Law University of Jayabaya (BEM FH Jayabaya)

- Provide assistance for new student when they face difficulties in academic system.
- Collect and analyze the feedback submitted by student.
- Support the Head of Advocacy Department to prepare the advocacy communication with Dean.

Staff of Communication & Information Department

Sept 2020 – Aug 20

- Photo and Video Editing for Social Media Content (Instagram, Youtube & Spotify).
- Assess and monitor all information that published in social media account.

ACHIEVEMENT

Piala Jaksa Agung VII National Moot Court Competition

Jan 2023

- Top 4 Finalists from 16 selected participants from many university all around Indonesia.

Faculty of Law University of Jayabaya Moot Court Competition

Nov 2019

- Top 3 Finalists from 7 selected participants among Faculty of Law University of Jayabaya student.

SKILLS

Ms. Office, Photo & Video Editing, Capcut, Copywriting, Legal Drafting, Public Speaking, Problem Solving, Leadership

PORTOFOLIO

<https://drive.google.com/drive/folders/1X3MNgd57TAnHiWwbr3dqpLUnFPboe8Lk>

