



ADE HALEN PEBRIO

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Bogor, West Java

A graduate of Sharia Economic Law with a primary interest in corporate law and litigation. Experienced as a paralegal with strong analytical skills, possessing competencies in drafting legal opinions, case management, and organizing legal documents to support the smooth resolution of various cases in law firms and large corporations.

Work Experience

Danurwenda & Partners Law Firm - Bandung, Indonesia Nov 2023 - Aug 2024

Paralegal
Legal Services Sector

- Drafted and filed legal documents (contracts, agreements, litigation documents), improving team efficiency by 25%.
- Prepared legal opinions for PT Pertamina International Shipping, ensuring contract compliance and reducing client risk by 20%.
- Managed legal documents for PT Mavens Studio Indonesia, ensuring company establishment was completed within three months.
- Supported litigation processes for PT Lintas Mediatama (LIMA), reducing document preparation time by 20% and ensuring 100% case readiness.

KONI Kota Bandung - Bandung, Indonesia Oct 2023

Archery Sports Data Administrator
Multi Event Olahraga PORTUE Bandung Championship 2023

- Managed and processed data for 2,000+ archery participants, ensuring accuracy and reducing data errors by 15%.
- Analyzed competition results and prepared reports, ensuring timely distribution of final rankings.
- Collaborated with the technical team to ensure smooth event execution and completeness of final data.

Education

Universitas Islam Bandung - Bandung, Indonesia Sep 2019 - Jul 2023

Bachelor of Sharia Economic Law, 3.67/4.00

SMAN 1 TALAGA - Majalengka, Jawa Barat Jul 2015 - May 2018

Senior High School, IPA, 83.00/100.00

Organizational Experience

Himpunan Mahasiswa Islam Komisariat Syariah - Bandung, Indonesia Oct 2021 - Dec 2022

Member of Entrepreneurship and Professional Development Division

- Coordinated professional development activities for Sharia law students, successfully organizing 5 major events with over 200 participants.

Karang Taruna Desa Kagok - Majalengka, West Java Aug 2018 - Aug 2019

Secretary

- Managed community events and administrative tasks, improving organizational communication by 30%.

Bina Desa Fakultas Syariah 2020 - Bandung, Indonesia Mar 2020

Accommodation Coordinator

- Managed logistics and accommodation needs for the team during events, ensuring smooth operations.
- Coordinated with village authorities for housing, catering, and transportation for over 200 participants.

Skills, Awards, and Competitions

- **Projects** (2024): Legal Opini PT. Pertamina Internasional Shipping, Company Deed Creation for PT Mavens Studio Indonesia, Power of Attorney for PT Lintas Mediatama (LIMA)
- **Scholarship** (2024): Special Education for Advocate Profession (PKPA) | PERADI
- **Soft Skills**: Analytical, Communication, Writing Skills, Coordination, Teamwork
- **Hard Skills**: Data Analysis, Document Management, Microsoft Office (Word, Excel, PowerPoint), Report Writing, Academic Writing