

FEBRIOLA SITANGGANG

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Highly motivated and detail-oriented Law student with a strong academic record GPA 3.94/4.00 and hands-on experience in legal research and legislative analysis. Skilled in interpreting legal documents, communicating complex ideas clearly, and solving problems through a structured and analytical approach. Able to manage multiple tasks efficiently in fast-paced environments. Known for being reliable, well-organized, and focused on producing high-quality outcomes. Passionate about contributing to legal reform, academic inquiry, and impactful policy development. Ready to contribute actively in legal, research, or public policy roles.

EDUCATION

Universitas Pembangunan Nasional “Veteran” Jakarta

Jakarta, Indonesia

Bachelor in Law | GPA: 3,94 / 4.00

2023 - Present

- Juara Harapan – Internal Moot Court Competition Piala Mr. Soepomo VII, Universitas Pembangunan Nasional “Veteran” Jakarta – 2024
- UPN “Veteran” Jakarta Students Perspectives on General Elections as an Implementation of Substantive Democracy in Indonesia – Project-Based Learning (February – June 2024)
- Cultural Integration in Education Curriculum at SMA Negeri 3 Cibinong – Project-Based Learning (August – November 2023)

SMA Negeri 9 Jakarta

Jakarta, Indonesia

Mathematics and Sciences

2020 - 2023

EXPERIENCE

UPN “Veteran” Jakarta - Faculty of Law

Jakarta, Indonesia

Court Practice Laboratory Assistant

February - June 2026

- Facilitated laboratory sessions for the judicial practice by supporting lecturers in instructional and practical activities.
- Coordinated the preparation of instructional materials, legal documents, and laboratory resources to ensure the smooth execution of practical sessions.
- Guided students through court simulations and legal document drafting while providing technical assistance during laboratory sessions.

Lembaga Bantuan Hukum APIK Jawa Barat

Depok, Indonesia

Legal Services, Internship

September - December 2025

- Drafted legal documents, including powers of attorney, statements of claim, statements of defense, and withdrawal of claim letters.
- Conducted client interviews and prepared case chronologies to support case handling.
- Prepared materials and assisted in the implementation of public legal education programs

Kementerian Hukum dan HAM - Direktorat Jenderal Perundang-Undangan

Jakarta, Indonesia

Legislative Harmonization Intern I, Internship

July - August 2024

- Prepared detailed meeting minutes during legislative discussions to support accurate and structured documentation.
- Collaborated with various ministries and government institutions in reviewing and drafting legal regulations across multiple sectors.
- Assisted in the analysis and harmonization of draft laws in the fields of politics, public administration, legal affairs, national security, and foreign relations to ensure consistency with national legal standards.

ORGANIZATION

Bureau of Internal Control and Development – Staff of Deputy for Supervision

Jakarta, Indonesia

Badan Eksekutif Mahasiswa UPNVJ

2025

- Monitored and evaluated the performance of executive members and their work programs based on set assessment criteria.
- Acted as a mediator in resolving internal issues and promoting healthy communication within the organization.
- Followed up on code of conduct violations committed by members in accordance with organizational ethics and regulations.

- Designed the overall concept and activity flow of the internship program to ensure it aligned with the program’s purpose and participant expectations.
- Managed live event operations and ensured each session ran smoothly and on time throughout the program.
- Coordinated with other divisions to handle technical setup, logistics, and speaker selection to support a successful event execution.

- Supervised the entire Faculty Election process to ensure fairness, transparency, and compliance with established procedures.
- Collected, documented, and organized reports on violations committed by candidates throughout the election period.
- Investigated cases of misconduct and ensured follow-up actions were taken in line with the committee’s ethical and regulatory standards.

PROJECT

- Collected data through questionnaires to understand student views on elections and democratic practices in Indonesia.
- Held interviews with selected students to gain deeper insights into their political awareness.
- Summarized the results into an article, an informative poster, and a short explanatory video.

- Conducted research to explore how local cultural values are integrated into the school’s curriculum and activities.
- Interviewed teachers, school leaders, and students, and observed classroom learning and school events.
- Analyzed the findings and created final outputs including an article, a visual poster, and a short video.

SKILLS

Soft Skills	Communication, Teamwork, Leadership, Problem-Solving, Adaptability
Software Skills	Microsoft Office, Google Workspace, Picsart, Canva, Capcut
Languages	Indonesia (Native), English (Intermediate)