

Ika Anisatul Fatma Fitria

ikaanisatulff@gmail.com | www.linkedin.com/in/ikaanisatulff | +62 8580 1152 202

PROFILE

A Law Fresh Graduate from Universitas Negeri Semarang with a strong background in Civil and Corporate Law, specifically corporate compliance, legal research, and contract management. Equipped with practical internship experience in drafting legal opinions, reviewing commercial agreements, and managing complex legal documentation. Possesses high initiative, analytical thinking, and adaptability to support corporate governance and legal operations.

EDUCATION

Universitas Negeri Semarang (2022-2026)

Bachelor of Law – IPK 3.84/4.00

- Responsible for the courses "Criminal Law I and Criminal Law II". Managed academic administrations and coordinated learning materials for multiple law courses.
- Authored and published a SINTA-5 indexed journal analyzing The Administrative Burden of the State at the Land Agency (BPN) of Central Java Province.
- Authored and published in the *Enigma in Law* journal analyzing Law Regarding the Status of Children Outside of Wedlock: in the Perspective of the Rights of Parents and Children.
- Authored and published a SINTA-4 indexed journal analyzing The Implementation of Legal Protection for Child Perpetrators of Bullying (A Comparative Study of Indonesia and Finland).

Student Exchange

Universitas Pembangunan Nasional Veteran Jakarta (August 2024 – Dec 2024)

Bachelor of Law

- Engaged in cross-campus legal discussions and joint research projects.
- Developed academic collaboration and networking skills with fellow law students.

Universitas Udayana (Feb 2024 – Juli 2024)

- Attended guest lectures, workshops, and seminars with legal and policy experts.
- Gained hands-on experience in drafting legal documents such as MoU, contracts, and agreements.
- Enhanced intercultural competence and adaptability in academic environments.
- Responsible for the course "Village Court". Managed academic administrations and coordinated learning materials for multiple law courses.

SMKN 1 Kawunganten (2019-2021)

Major in Multimedia

PROFESSIONAL & INTERNSHIP EXPERIENCE

1. Community Service Program (KKN) – Sumowono, Semarang Regency (2025)

- Conducted legal awareness socialization programs for local communities.
- Provided outreach on access to free legal aid services.
- Contributed to drafting a Village Regulation (Perdes) on village innovation initiatives.

2. Legal Intern – MT&P Law Firm (Muhammad Taufiq & Partners) (2025)

- Drafted legal news and reports for the firm's platform.

- Observed civil court proceedings and assisted in client services.
 - Learned administrative and litigation processes in private legal practice.
3. **Legal Intern – Law & Justice Legal Office (2025)**
 - Provided free legal aid education to the community.
 - Conducted legal consultations at the Legal Aid Post (Posbakum).
 - Drafted and prepared legal agreement contracts.
 4. **Legal Aid Training (2025)**
 - Provided administrative support in compliance and mediation processes.
 - Drafted mediation minutes and legal agreement outcome documents.
 - Evaluated dispute data to support non-litigation policy adjustment.
 5. **Legal Intern – Yosep Parera Law Firm (2025)**
 - Conducted legal research and drafted comprehensive legal opinions.
 - Involved in both civil and criminal case handling.
 - Assisted in client meetings and case strategy discussions.
 6. **Legal Intern –Cabang Kejaksaan Negeri Semarang (2024)**
 - Observed criminal court proceedings and trial techniques.
 - Assisted in case documentation and administrative duties in the prosecutor’s office.
 - Learned prosecution workflow and legal reasoning in state-led criminal cases.
 7. **Head of Village Cooperative Operations – BUMDes Cilacap (2021-2022)**
 - Managed financial records, inventory data, and internal cooperative administration.
 - Handled compliance documentation and operational service management.
 - Coordinated with local stakeholders to ensure smooth corporate workflow.

ORGANIZATIONAL EXPERIENCE

1. **Regional Cultural Festival Bali (2024) – Public Relations**
Handled external communication and event publicity by disseminating information through social media and partner networks, while maintaining good relations with participants and invited guests.
2. **BEM Faculty of Law UNNES (2023) – Media and Information**
Created and managed publication content and legal information dissemination for faculty events through digital platforms.
3. **POJOK MEDIA (2023) – Public Relations**
Handled public communication and promotional content to enhance the organization’s visibility through various media platforms.

SKILLS

Legal: Legal Analyst, Legal Research, Legal Drafting, Contract Law, Civil Law, Litigation & Non-Litigation Procedures.

Soft Skills: Time Management, Problem Solving, Critical Thinking, Team Collaboration, Professionalism & Ethical Awareness.

Tools: Microsoft Office (Word, Excel, PowerPoint), Google Workspace, Canva, Adobe Photoshop, Corel Draw.