

Ika Anisatul Fatma Fitria

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PROFILE

Law Graduate from Universitas Negeri Semarang specializing in civil & commercial law, contract lifecycle management, and regulatory compliance. Possesses practical exposure in handling end-to-end contract administration, drafting precise legal opinions, and conducting legal reviews to mitigate operational risks. Proven track record in legal research, compliance monitoring, and handling non-litigation dispute processes. Adept at translating complex legal requirements into actionable business solutions. Seeking to leverage strong legal analytical skills to contribute to Corporate Legal functions.

EDUCATION

Universitas Negeri Semarang August 2022 – February 2026

Bachelor of Law | IPK 3.84/4.00 | [\[Academic Transcript\]](#)

Relevant Coursework: Contract Drafting, Capital Market Law, Labor & Employment Law, Bankruptcy Law, Intellectual Property Law, Banking Law, & Alternative Dispute Resolution (ADR).

Student Exchange Programs:

- **UPN Veteran Jakarta** August 2024 – December 2024
- **Universitas Udayana** February 2024 – July 2024

WORK EXPERIENCES

MT&P Law Firm (Muhammad Taufiq & Partners) July 2025 – August 2025

Legal Intern

- Drafted legal reports, news analysis, and case briefs for the firm's public intelligence platform.
- Observed civil court proceedings and assisted senior partners in client onboarding and litigation strategy.
- Managed administrative and case filing workflows for private legal practice cases.

Law & Justice Legal Office

August 2025 – October 2025

Legal Intern

- Formulated and drafted legal agreement contracts, NDAs, and commercial settlement documents.
- Conducted legal consultations at the Legal Aid Post (Posbakum), providing free legal assistance to clients.
- Facilitated public legal education and awareness programs regarding civil and contract rights.

Yosep Parera Law Firm

January 2025 – February 2025

Legal Intern

- Drafted legal opinions on civil disputes, commercial agreements, and regulatory compliance
- Assisted in case handling, litigation documentation, evidence compilation, and court filings.
- Supported senior counsel in client consultations, preparing legal summaries and key analytical notes to inform case strategies.

PROJECTS

Digital Platform & Contractual Terms Development

ANJEM & JASTIP BOT – Telegram Based Platform

July 2026 – Present

- Drafted end-to-end contractual terms governing user rights, data privacy, cancellation policies, and transaction conditions.
- Applied contract law and legal risk principles to ensure ongoing platform compliance and mechanism refinements.

Village Regulation (Perdes) Drafting – Duren Village Innovation

Lead Legal Drafter

October 2025 – November 2025

- Served as Lead Legal Drafter formulating the regulatory framework to establish legal protection for village innovations targeting 820+ residents.

- Drafted normative provisions to regulate and commercialize local agricultural assets (coffee, palm sugar, and avocado).
- Conducted regulatory impact analysis and stakeholder alignment with village officials to ensure statutory compliance.

Academic Project – Legal Aid Training & Community Project

Legal Coordinator & Mediator Assistant

February 2025 – April 2025

- Provided administrative support in compliance, mediation, and non-litigation dispute settlement processes.
- Drafted official mediation minutes, legal settlement agreements, and evaluated dispute data for policy adaptation.
- Coordinated with local government in Sumowono to draft Village Regulations (Perdes) for community innovation.

PUBLICATIONS

- SINTA 4 Indexed Journal – The Implementation of Legal Protection for Child Perpetrators of Bullying (A Comparative Study of Indonesia and Finland) | March 2026
- SINTA 5 Indexed Journal – Beban Administrasi di BPN Provinsi Jawa Tengah. | June 2024
- Enigma in Law Journal – Law Regarding the Status of Children Outside of Wedlock: in the Perspective of the Rights of Parents and Children. | November 2023

CERTIFICATIONS

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| • UNNES – Test of Proficiency in English Language (ToPel) | April 2026 |
| • Howard Hermes & Studec Academy – Public Speaking | July 2025 |
| • BADIKUM – Certified Non-litigation Mediator Skills | May 2025 |
| • Kantor Hukum UNNES – Pelatihan Advokasi Hukum | June 2024 |
| • Kantor Hukum UNNES – Pelatihan Perancangan Peraturan | June 2024 |
| • Kantor Hukum UNNES – Pelatihan Penyusunan Legal Opinion | June 2024 |

LEADERSHIP & ORGANIZATIONAL EXPERIENCES

BEM Faculty of Law UNNES

January 2023 – December 2023

Media and Information Officer

- Managed digital publication channels and legal info campaigns, reaching 5,000+ faculty students.
- Produced graphics, press releases, and informative content on legal developments using Adobe Photoshop & Canva.

Course Coordinator

- Hukum Pidana I & II

Universitas Negeri Semarang

Managed academic administration, coursework evaluation, and learning support for 45+ law undergraduates per class.

- Peradilan Desa

Universitas Udayana

Managed course administration, learning materials, and academic coordination for a joint class of regular and inbound exchange students.

SKILLS

Core Competencies : Legal Drafting, Contract Administration, Legal Research & Opinion, Regulatory Compliance, Policy Analysis, Civil & Commercial Law, Corporate Governance, Dispute Resolution (ADR).

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