



AMANDA LARASATI

Bachelor of Laws (S.H.) | Fresh Graduate

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PROFESSIONAL SUMMARY

Fresh graduate in Law from Universitas Singaperbangsa Karawang with a GPA of 3.90/4.00. Experienced in content creation, photo and video editing, visual design, live selling, customer engagement, and promotional activities through organizational, committee, and online shop experience. Also experienced in administrative documentation, communication, and teamwork.

EDUCATION

Universitas Singaperbangsa Karawang – Karawang, Indonesia 2022–2026
Bachelor of Laws (S.H.)
GPA: 3.90/4.00

WORK EXPERIENCE

Eskopi Boss – Cikarang Jul–Sep 2026
Cashier

- Handled customer transactions and payments accurately, ensuring consistency between amounts and transaction records.
- Recorded and checked daily transactions as part of routine operational administration.
- Maintained complete transaction receipts and supported organized administrative documentation.
- Provided friendly and responsive service to customers to create a positive customer experience.
- Responded to customer inquiries and needs through clear communication while following applicable procedures.
- Coordinated with team members to resolve transaction issues and ensure operations followed established procedures.

Online Shop Nov 2023–Nov 2024
Online Seller & Content Creator

- Conducted live selling sessions and promoted products through engaging content and customer-focused communication.
- Created and designed promotional content for online shop products and social media marketing needs.
- Responded to customer inquiries, handled orders, and maintained clear communication throughout the purchasing process.
- Packed customer orders and coordinated preparation and shipment of products to support timely delivery.

INTERNSHIP EXPERIENCE

Indramayu District Prosecutor's Office – Indramayu Jun–Jul 2025
Legal Intern – General Crimes Division

- Analyzed P-21 case files and assisted in preparing legal and prosecution documents.
- Managed administrative documentation related to general criminal cases.
- Reviewed and organized case documents to support legal and administrative processes.

Civil Service Police Unit (Satpol PP) Indramayu – Indramayu Sep–Dec 2024
Legal Intern – Regional Regulation Enforcement (GAKDA)

- Assisted in monitoring compliance with regional regulations.
- Prepared Investigation Reports (BAP) and supporting administrative documents.
- Assisted with field inspections related to regulatory compliance.

Notary Office Noviyanti Abssyari – Karawang Jun–Jul 2024
Legal Intern

- Prepared and organized documents related to authentic deeds.
- Verified client data and supporting documents for land registration.
- Conducted legal research under the supervision of the notary.
- Assisted with administrative tasks and document management.

ORGANIZATIONAL & COMMITTEE EXPERIENCE

Jurnalistik, Faculty of Law, Universitas Singaperbangsa Karawang – Karawang Nov 2023–Mar 2025
Multimedia Division – Member

- Edited photos and videos for organizational publications and social media.
- Designed and managed visual content to support organizational activities and promotional needs.
- Collaborated with team members in digital content production according to deadlines.

National Seminar – Faculty of Law, Universitas Singaperbangsa Karawang Aug 2024
Publication, Documentation & Decoration Division

- Supported publication, documentation, visual content preparation, and coordination of promotional materials.

PUBLICATIONS

"Analysis of Core–Plasma Partnership Regulation from the Perspective of Law No. 20 of 2008 and Law No. 5 of 1999 Based on the Principle of Fair Business Competition" — Singaperbangsa Law Review (SILREV) | Accepted, 2026
"Analysis of the Application of the Principle of Balance in Indonesian Contract Law" — Jurnal Hukum Lex Generalis | Forthcoming, 2027
"Legal Protection for Consumers Regarding Misleading and Deceptive Advertising" — Jurnal Justitia: Jurnal Ilmu Hukum dan Humaniora | 2024

CORE COMPETENCIES

Content Creation | Photo & Video Editing | Visual Content Design | Social Media Content | Live Selling | Customer Engagement | Communication | Teamwork | Activity Coordination
Legal Analysis | Legal Administration & Documentation | Document Management | Report Preparation | Legal Research | Monitoring & Compliance | Microsoft Office | Google Workspace | Customer Service | Transaction Processing