

ERICA FLORA, S.H., M.H.

CORPORATE LEGAL

Jakarta | +6281310399964 | <https://id.linkedin.com/in/erica-flora-02274a1b8> | ericaflora015@gmail.com



RESUME OBJECTIVE

I have completed my Master's degree in Business Law, which has greatly enhanced my expertise and understanding of the legal landscape within the business sector. Prior to this, I graduated with a Bachelor's degree in Law from Atma Jaya Catholic University Jakarta, specializing in criminal law. Throughout my academic journey, I not only achieved excellent grades but also actively participated in various organizational and committee activities.

My experiences have honed my attention to detail and work ethic, equipping me with a robust set of skills in legal research, analysis, and organizational management. With a solid background in law and a proven track record of dedication and involvement, I am eager to contribute my legal expertise, organizational skills, and enthusiasm for learning to your company. I am confident that my academic background and diverse work experiences make me a valuable asset for any legal task or role within your organization.

EDUCATION

TRISAKTI UNIVERSITY
Master of Law | Current GPA 3.91

2023-2025

ATMA JAYA CATHOLIC UNIVERSITY
Bachelor of Law | GPA 3.72

2018-2022

- Bank Indonesia's Scholarship Grantee | 2021-2022

PENDIDIKAN KHUSUS PROFESI ADVOKAT (PKPA)
Non-Formal Education | PERADI

September-October 2022

WORK EXPERIENCES

PT. PHAROS INDONESIA

Legal Supervisor

March 2025-Present

- Supervised and managed a team to ensure compliance with applicable laws and regulations
- Provided legal guidance and strategic advice to internal departments on a wide range of legal issues, including contracts, and dispute resolution.
- Drafted, reviewed, and negotiated contracts, agreements, and other legal documents to ensure alignment with the company's objectives and legal standards.
- Conducted legal research and analysis to support business decisions, policy development, and risk management strategies.
- Managed legal documentation and maintained accurate records.
- Provided periodic reports to manager and directors on legal matters affecting the company.

Legal Staff

August 2023-February 2025

- Drafting, reviewing, and negotiating various type of contract such as Non-Disclosure Agreement, Toll Manufacturing, Brand Ambassador, Advertising Agreement, Sale and Purchase Agreement, Distribution Agreement, etc.
- Conducting research and managing the registration of Intellectual Property, such as patents and trademarks.
- Providing general legal advice to management on issues related to the company's operations, ensuring compliance and strategic alignment with legal standards.

PT. WEBULL SEKURITAS INDONESIA

Legal Compliance Staff

March 2023-August 2023

- Drafted and reviewed various type of contract.
- Responsible for administrative tasks including compliance, risk, legal, and HR related works or projects.
- Coordinate with global holding companies regarding applicable Indonesian law regulations.
- Created internal regulation such as company regulations and BOD's and BOC's guidance.
- Prepared documents for signing purposes.
- Coordinate with notary for the deeds or other legal documents.

PT. BANK BUMI ARTA*Legal Credit Staff*

November 2022-February 2023

- Reviewed credit agreement.
- Cooperate with notary for collateral binding.
- Managed administration related to debtor data.

PT. PHAROS INDONESIA

May-November 2022

Legal Intern

- Reviewed the agreement.
- Checking the company's trademark, registering and renewing the trademark.
- Created standard operating procedures (SOP) for the company regarding agreements and trademarks.

INDONESIA NATIONAL POLICE HEADQUARTERS

July-October 2021

Legal Intern

- Attended trial and took notes during pretrial.
- Created legal paperwork to support litigation processes.
- Reviewed and analyzed the regulation particularly police regulation.

JAGRATARA MERAH PUTIH LAW FIRM

March-April 2021

Legal Intern

- Provided legal researches and opinions in various topics such as criminal law, civil law, agrarian law and international law and made a presentation.
- Took part in interviewing clients and takes notes.
- Organize the paperwork to helping lawyer arrange the documents.

ORGANIZATIONAL EXPERIENCES**GERAKAN ANAK ASUH FAKULTAS HUKUM ATMA JAYA**

2018-2022

- *Treasurer* | 2020-2022
As a Treasurer I manage and oversee the management of the financial affairs of the organization, including managing cash flow.
- *Staff of Entrepreneurship Department* | 2019
In Entrepreneurship Department, I planned and directed the income of the organization.
- *The Chief Committee of Seminar "Kekerasan Seksual Terhadap Anak Dalam Keluarga"* | 2019
In this event, involving The Indonesian National Human Rights Commission, The Indonesian Child Protection Commission and Psychologist as speakers.

ATMA JAYA MODEL UNITED NATION

2020-2021

- *Staff of Internal Division* | 2021
As a Staff of Internal Division, manage and create content for organization's social media and collect organization members data.
- *Gujarat Model United Nation* | May 2021
Participated in Gujarat Model United Nation hosted by India as Delegate of China in UNESCO "Response towards digitalization of education during COVID-19 Pandemic".
- *Atma Jaya Model United Nation Initial Conference* | December 2020
 - Participated in Atma MUN Initial Conference as Delegate of Norway in UNHRC "Protection of Human Rights in the Use of Protests and Civic Advocacy".
 - Best Position Paper Atma Jaya Intial Conference.

SKILL, ACHIEVEMENTS & OTHER EXPERIENCES**Publications**

- "Indikasi Jual Rugi Untuk Menyingkirkan Pelaku Usaha Lainnya Berdasarkan UU No. 5 Tahun 1999 Tentang Larangan Praktek Monopoli dan Persaingan Usaha" | Unes Law Review – Oct 2023
- "Pemberian Restitusi Terhadap Anak Sebagai Korban Tindak Pidana Pencabulan (Kajian Enam Putusan)" | Jurnal Gloria Justitia – Dec 2022

Workshop Attended (2020): Attended a workshop "Peningkatan Kapasitas Pemantau Sidang Tindak Pidana Korupsi KPK RI" held by STH Jentera and Corruption Eradication Commission.

Volunteer Experience (2020): Staff of Event and Logistic Division in Philip C. Jessup International Law Moot Court Competition.

Technical: Microsoft Word, Microsoft Excel, Microsoft Powerpoint.

Languages:

Bahasa Indonesia (Native)

English (Advance) | TOEFL Score 573