

Erlina Patricia

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PROFILE

Law graduate with hands-on experience in corporate legal administration, regulatory compliance support, and contract management. Experienced in drafting and reviewing legal documents, maintaining corporate legal records, and supporting compliance with labor regulations and internal company policies. Detail-oriented, well-organized, and capable of assisting legal and compliance functions to ensure regulatory adherence, risk awareness, and operational efficiency.

EDUCATION

Trisakti University - Jakarta, Indonesia

Aug 2020 - Feb 2024

Bachelor of Laws (LL.B.)

- Completed the degree in 3.5 years with strong academic performance.

PROFESSIONAL EXPERIENCE

PT Darma Henwa Tbk - Jakarta, Indonesia

Nov 2025 - Dec 2025

Industrial Relations Intern

- Managed employee administration including attendance records, exit interview documentation, and monthly Industrial Relations reports.
- Processed and maintained employee data, ensuring accuracy of employee status (active/inactive) in HR records.
- Drafted industrial relations documents such as internal memos, official notices, and HR-related correspondence.
- Supported compliance with Indonesian labor laws and internal company regulations through preliminary review of HR policies.
- Maintained systematic filing and documentation of HR and Industrial Relations records to ensure data accessibility and accuracy.

PT Tribhakti Inspektama - Jakarta, Indonesia

Jun 2025 - Oct 2025

Corporate Legal Intern

- Drafted and reviewed lease agreements, Memorandums of Understanding (MoUs), Non-Disclosure Agreements (NDAs), and vendor contracts in compliance with corporate legal standards.
- Drafted Power of Attorney documents authorizing company representatives to execute lease agreements, ensuring legal compliance and alignment with business objectives.
- Prepared Minutes of Meeting (MoM) to accurately document key discussion points, decisions, and follow-up actions.
- Assisted in drafting internal legal documents and managing corporate legal records, improving accessibility and accuracy of company legal archives.
- Successfully sourced and negotiated pricing with sworn translator vendors for legal document translations, achieving cost-efficient results for the company.

Law Firm D.R.S & Partners - Jakarta, Indonesia

Jul 2023 - Oct 2023

Paralegal Intern

- Drafted various legal documents, including contracts, power of attorney, and legal opinions.
- Communicated professionally with clients to provide case updates.
- Participated in drafting lawsuits and assisted advocates in developing effective legal strategies.
- Successfully gathered and organized case facts and evidence to support legal arguments in court.
- Conducted legal research on regulations, jurisprudence, and supporting documents for various cases.
- Reviewed legal documents to ensure accuracy, completeness, and compliance with applicable legal regulations.

Kantor Pelayanan Pajak Pratama - Jakarta, Indonesia

Jan 2019 - Feb 2019

Tax Administration Intern

- Managed incoming and outgoing tax-related documents to support administrative functions.
- Organized and categorized company tax documents for systematic archiving.
- Assisted in preparing tax administration reports and processing data for internal use.
- Coordinated team communication by scheduling and executing monthly meetings to ensure smooth internal operations.

VOLUNTEER EXPERIENCE

Forum Mahasiswa Peduli Anak (FOMPA) - Jakarta, Indonesia

Jul 2021

Cyber Violence Awareness Agent

- Created creative content, such as short videos and articles, to explain the impact of cyber violence.
- Organized webinars and interactive discussion sessions attended by ±100 participants to raise public awareness about cyber violence issues.

SKILLS & LANGUAGES

- Legal Skills: Contract Drafting & Review, Regulatory Compliance, Corporate Legal Administration, Corporate Documentation & Filing, Legal Research & Regulatory Monitoring.
- Technical: Microsoft Office (Word, Excel, PowerPoint), Google Workspace (Docs, Sheets, Drive), Canva.
- Languages: Indonesian (native), English (intermediate proficiency).