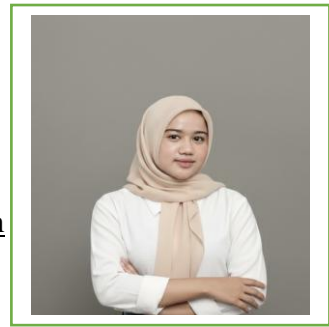


DINDA PUSPITA SANTOSO

Medan, Indonesia, 20371 | 0813-6181-0808 | dindapuspitasantoso05@gmail.com



PROFESSIONAL SUMMARY

A Law graduate from the University of North Sumatra with a GPA of 3.50/4.00. Possesses one year of professional experience within government ministries, complemented by active involvement in campus organizations and public service internships. Highly skilled in legal administration, communication, time management, and reporting. Proven ability to foster harmonious working relationships and maintain high professional ethics in a fast-paced environment.

WORK EXPERIENCE

Field Supervisor – Ministry of Environment and Forestry | 2024 – 2025

- Supervised mangrove planting projects in the Pantai Labu area to ensure all targets were met according to the established timeline.
- Responsible for preparing daily reports, documenting activities, and conducting quality control for equipment and materials prior to planting.
- Led and directed field workers, provided technical instructions, and managed attendance records.
- Ensured the fulfillment of labor rights and obligations while serving as a primary communication liaison for field team aspirations.

Legal Services Intern – Regional Office of Ministry of Law and Human Rights, North Sumatra | June 2022 – July 2022

- Assisted in coordinating General Legal Administration (AHU) services, Intellectual Property, and Legal & Human Rights development.
- Supported the harmonization process of Regional Draft Regulations (Raperda) and facilitated the drafting of local legal products.
- Provided legal consultation and internal administrative support to ensure the efficiency of public services.

ORGANIZATIONAL & VOLUNTEER EXPERIENCE

Student Community Service (KKN) – Kutagaluh Village | 2023

- **Public Relations:** Acted as the primary liaison between students, village officials, and local residents to ensure smooth program implementation.
- **Legal Education & Service:** Designed and implemented simplified legal education programs to increase legal awareness among villagers.
- **Education Development:** Contributed to the education sector by teaching at local schools, adapting materials for better student comprehension.

- **Event Management:** Organized a series of events for the Indonesian Independence Day (HUT RI) and participated in annual village community activities.

Human Resources Division – BEM Faculty of Law, University of North Sumatra | 2022

- Managed transparent recruitment processes for new members and organized leadership and time management training sessions.
- Served as a mediator in internal conflict resolution to maintain organizational harmony.
- Evaluated member performance to ensure maximum contribution toward organizational projects.

Volunteer – Al-Kahfi Foundation, Medan | 2021

- Served as an organizing committee member and managed project finances.
- Coordinated interactive events and utilized interpersonal communication skills to promote programs to the community.

EDUCATION

Bachelor of Laws (S.H.) – University of North Sumatra | 2020 – January 2025

- **GPA:** 3.50 / 4.00

SKILLS

- **Technical Skills:** Microsoft Office (Word, Excel), Data Management, Professional Reporting, Legal Administration, Case Analysis, Contract Drafting.
- **Personal Skills:** Leadership, Teamwork, Interpersonal Communication, Project Management, Professional Ethics.