



YETRAWATI, S.IP

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Central Jakarta, Indonesia

Great interest in Secretary and public administration, and human resource development, Experienced with over 9 years of experience in political surveys, administration, and human resource management, experienced as a personal secretary. Skilled in administrative management, communication, and cross-sector team coordination. Committed to delivering excellent performance in roles that require attention to detail, organization, and leadership. Successfully completed my Bachelor's degree in Political Science with GPA of 3.78. also can work in a team or individually.

Work Experiences

Sun Law Firm & Partners - Central Jakarta

Aug 2024 - Jul 2025

Executive Secretary

A growing holding company overseeing multiple business units, including a law firm, consulting services, a light steel factory, a building materials store, an MSME center, and a food court.

- Managed the executive's schedule, including client meetings, legal case handling, internal meetings, and business development activities.
- Responsible for managing end-to-end recruitment processes, including job posting, candidate screening, interviewing, selection, and onboarding of new employees.
- Oversaw company financial administration, including managing cash flow, expense reporting, financial documentation, and ensuring all financial activities comply with internal SOPs and company objectives.
- Oversaw employee task execution to ensure compliance with SOPs, and monitored the company's financial cashflow comprehensive.

IBLAM School of Law - Central Jakarta, DKI Jakarta

Mar 2023 - May 2024

Bureau of Student Affairs and Alumni

Institute of Business Law and Management

- Administrative Staff and Provide training and guidance to students' talents and interests Distribution and development of scholarship.
- Involves reviewing relevant legislative regulations in the field of student affairs
- Actively foster communication and collaboration with alumni and external partners
- Successfully handle three graduation ceremonies for more than 1000 students

Indonesian Pediatric Association West Sumatra (IDAI) - Padang, West Sumatra

Jan 2022 - Oct 2022

Administration

IDAI is an organization that accommodates Pediatricians in Indonesia. IDAI aims to improve the health and welfare of Indonesian children and the development of pediatrics.

- Responsible for the preparation of the leadership agenda and archival documentation.
- Successfully implement a good administration system and document management of more than 5 national events properly and efficiently.
- Drafted agendas, recorded minutes and generated documents to facilitate meetings.

Pediatric Research Faculty of Medicine Andalas University - Padang, West Sumatra

Apr 2021 - Dec 2021

Secretary

- Advocacy with several relevant governments, to ensure that the health check-up program of 750 children work well, to reduce stunting rates in West Sumatra.
- Responsible for archive documentation and scedule the leaders and Staff agendas.
- Successfully providing maximum impact in the implementation of integrated child health check-up program through

effective and efficient budget management.

Spectrum Politica Institute - Padang, West Sumatera

Feb 2016 - Dec 2020

Supervisor

- Responsible for preparing work planning budgets
- Responsible for monitoring that all staff on duty in the field work well
- Competent to analyze and present research data obtained by more than 5000 respondents in quantitative and qualitative forms.
- Successfully completed more than 10 local and national projects effectively and efficiently.

Education Level

Andalas University - Padang, West Sumatra

Aug 2015 - Dec 2020

Bachelor of Political Science, 3.78/4.00

- Instructor certification from the National Professional Certification Agency (BNSP), 2023
- Finalis Best Student Award, Andalas University, 2018
- 1st Winner of National Debate, FICTION 3rd, Padang State University, 2017
- 3rd Winner of National Debate, Pancabudi University, Medan 2017
- Finalist of national student debate, Riau University, 2018

Skills and Achievements

- **Soft Skills:** Leadership, Public Speaking, Public Relation, Communicative, Problem Solver, Master Of Ceremony
- **Hard Skills:** Microsoft Word, Microsoft Excel, Microsoft Power Point, Canva, and SPSS
- **Achievements (2021):** • Best Employee of Research, Pediatric Research Faculty of Medicine Andalas University, 2021
- **Achievements (2021):** • Favorite Achivement Motivation Training Facilitator, D'Khalif Institute, 2021
- **Achievements (2019):** Best Employee of the Year, Spektrum Politika Institute, 2019