



PAULINUS VERNANDA, LLB

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PROFILE

I am Law graduate study program with concentration Corporate Law at International University, President University. I am volunteer actively engaged in organization and social activities. I'm very interested in civil cases. I am most interested in Civil Cases. I possess skills in legal writing, analysis regulation, legal reasoning, contract review, legal research, drafting legal documents, and demonstrated proficiency in English communication, effective teamwork. Proactive expanded expertise by completing professional development courses directly contribute to the company's growth.

EDUCATION

President University | Law/Corporate Law | Cikarang, Indonesia

Sept 2022 – Sept 2025

• GPA: 3.79 out of 4.00

Area of Interest: Corporate Law, Intellectual Property, Employment Law, Land and Property Law, Merger and Acquisition, Finance and Banking Law, Environmental and Climate Change Law, Debt Restructuring and Bankruptcy Law, Market & Capital Law.

ORGANISATION EXPERIENCE

Supervisor | President University Moot Court Society (PUMS)

March - July 2024

- Supervised and ethically monitored PUMS activities, evaluating outcomes for initiatives and ensuring compliance, resulting in improved efficiency.
- Conducted moot court intensive training sessions on criminal and civil case study for law students at President University, enhancing legal advocacy skills for participants and achieving measurable improvements in performance.

INTERNSHIP AND WORK EXPERIENCE

Legal and Employee Relation | PT Binajasa Sumber Sarana (BSS Recruitment)

Des. 2025 - Present

- Drafting and review Partner Employment Agreements and Fixed-Term Employment Agreements between employees and PT Binajasa Sumber Sarana (BSS Recruitment Counsultant).
- Review of Client Cooperation Agreements for the Provision of Outsourcing Services and following up with prospective clients regarding these agreements.
- Registered Fixed-Term Employment Agreements and employee contract extensions at the Cibinong-Bogor DISNAKER Office, Depok DISNAKER Office, and South Jakarta DISNAKER Office, registered Collective Agreements at the Industrial Relations Court Office of Central Jakarta, prepared registration documents, and monitoring the progress of registration through direct communication with staff at each DISNAKER office.
- Conducted investigations and coaching for employees who commit fraud and work indiscipline, issued warning letter and coaching letters to the BSS employees concerned as a follow-up to the fraud committed.
- For Instance, of case handling involves a PT BSS employee assigned to the Grab Branch Office in Banjarmasin who was reported to have committed a minor criminal offence. I am assisted in providing assistance when giving statements to the police until attending the trial at the Martapura District Court.
- Carrying out government relations

Legal Research & Intern Lawyer | Alexander Waas Attorney at Law, PLLC | Jakart.

June 2025 – Dec. 2025

- Drafted legal documents such as a power of attorney, draft legal due diligence in legal proceedings against PT AQUA, letters requesting information on bankruptcy proceedings from the defendant's curator of PT Ade Pede Reality, letters requesting bipartite and mediation meetings for divorce cases, Participating in litigation and non-litigation processes, ranging from mediation efforts to participating in court proceedings at the court office and letters requesting Bipartite and Tripartite mediation at the Dinas Ketenagakerjaan Office of West Jakarta and was responsible for sending letters between the office and government institutions, clients or companies.
- Conducted research related to ongoing cases in the form of legal due diligence, assisting the associate team in drafting legal documents and reviewing legal documents for client agreements or business contracts, and preparing reports on work progress for the associate team and planned social media content addressing law issues for Articles, Podcasts, Instagram, TikTok, and YouTube, listing the submitted schedule for each platform.
- Drafted legal journal articles addressing current legal issues for publication on the law firm's website.
- Assisted associates by conducting targeted research that informed ongoing bankruptcy and debt payment, land and property, and family law dispute cases, contributing to case preparation and resolution.
- Conducted an assets list for PT Logam Mas Indah regarding Sistem Layanan Informasi Keuangan (SLIK) as part of the audit process to help expedite the analysis and decision-making process for granting credit.

Legal Staff Intern | Edy Hardum & Partners Law Firm | Jakarta

Dec 2024 - Apr 2025

- Oversaw preparation, review and filling of legal corporate documents to ensure compliance with regulatory standards.
- As a paralegal in the bipartite and tripartite mediation at the Social and Labor Office in North Jakarta and resume in a memo all the negotiation results to evaluated with the client and reserved the meeting venue
- As an assistant to the perpetrator’s attorney during the examination phase of the murder of a residential security at POLRESTA Bogor Kota

Legal Research and Analyst Intern | Hukumonline | Jakarta

Sept – Dec 2024

- Made daily updates on regulations and news, summarizing the main issues related to corporate matters.
- Conducted regulatory research for instance with topic food waste regulation and food resilience policies in Asian countries, including a comparative analysis of each regulation and conducted regulatory research on Singapore's Platform Worker Act, analyzing the rights and obligations of platform workers and operators such as licensing, certification, and registration requirements and evaluated their working relationship. Conducted regulatory research regarding health by analyzing the 2024 Health Minister Regulation and systematically comparing each revoked, partially revoked, and new article with the previous 2017 Health Minister Regulation.
- Collecting data for judicial review process in the Supreme Court for the 2024-2025 period and list the data by spreadsheet tools regarding the date schedule judicial review process
- Drafted a monthly law review, an Indonesia legal brief, and an Indonesia Legal Digest with ongoing legal issues and both of its semi journal, research the updates legal issues and resume the insight material that relevant with the topic regarding the consumer and market need.

Legal Officer | President University Legal Clinic (PULC) | Cikarang, Bekasi

Oct 2023 - July 2024

- Assisted as a paralegal in a minor sexual assault case at Cikarang District Court and accompanied the victim during court process in the court office and managed and prepared legal documents.
- Accompanied the victim, a President University student at POLRES Metro Bekasi in the threats of personal data exposure and extortion and submit a report to the POLRES Metro Bekasis Office.

CERTIFICATES

Legal Practice Course | Budidjaja Institute/Budijaja International Lawyers | Jakarta

February 2025

- Understand Ethics for lawyer and legal basis of corporate, corporate documents, Intellectual property, corporate dispute settlement, Legal Research and Legal due diligence, shipping law.
- Involved in team project an analysis of case study in export and import under Shipping Law and drafted the result of analysis to present, conducted court dispute simulation civil case study between two legal entity which drafted simple power of attorney letter, lawsuit, replica & answer and decision with rolling role position by another team as a plaintiff, defendant and judge.

Online Legal Training Strategy of Intellectual Property Rights Registration | Pelatihan Hukum Indonesia (PHI)

March 2025

- A comprehensive Introduction of Private and Communal Intellectual Property regarding Merk, Patent, Industry Design

PUBLISHED

Legal Writing | Journal Problematika Hukum President University

April 2024

- Zero Emission: An Analysis of Illegal Mining as A Non-Legal Procedural Law

SKILLS

Hard Skills: Administration, Legal analysis, Legal research, Drafting, Contract review, Legal opinion, Legal Writing, Legal Review, Microsoft Office (Word, Excel, PowerPoint), Spreadsheet, Canva

Soft Skills: Collaboration, Time management, Problem solving, Leadership, Negotiation, Mediation

LANGUAGES

- **Indonesia:** Native
- **English:** Proficiencyx