

# RIZKY MAULANA FADILAH

Majalengka, West Java | rizkymaulanafadilah1@gmail.com | 082129310340

<https://www.linkedin.com/in/rizkymaulanafadilah/>

## SUMMARY

---

Bachelor of Laws graduate from Jenderal Soedirman University. Has experience in civil law, criminal law, corporate law, state administrative law obtained during an internship at the Registrar of the Bandung State Administrative Court and in student legal organizations. Skill legal research, legal drafting, legal opinion, legal documents. Actively contribute to academic projects, student organizations, social community activities, and team collaboration. Committed to continuous learning (learning by doing), adaptive, communicative, and contribute maximally in every responsibility. Have a career interest in law, human resources, and be open to other career fields.

## EDUCATION

---

**Jenderal Soedirman University - Purwokerto, Indonesia** 2020 – 2024

*Bachelor of Law (L.L.B)*

- **GPA:** 3.44/4.00
- **Thesis:** The Role of Digital Forensics in Proving the Crime of Hoax Spreading (Study of Decision Number 1240/Pid.Sus/2022/PN.TNG).

**SMA Negeri 1 Majalengka - Majalengka, Indonesia** 2017 – 2020

*Senior High School*

- Ranked 10th in Average Achievement of SMAN 1 Majalengka Diploma Scores in Social Sciences.

## EXPERIENCE

---

**Bandung State Administrative Court - Bandung, Indonesia** Mar 2023 – Jun 2023

*Internship Legal Registrar*

- Performed processing of inactive case files from 1995 to 2023.
- Input data on case files at the first, appeal and cassation levels.
- Prepared monthly performance evaluation reports for the Bandung Registrar's Office.
- Assist in the preparation of witness reports.
- Attend and record proceedings for documentation purposes.

**Repository Hukum - Majalengka, Indonesia** May 2024 – Now

*Content Creator*

- Achieved 600 followers.
- Created educational infographics on legal and social issues.

**Bawaslu Majalengka - Majalengka, Indonesia** Jan 2019 – Apr 2019

*Election Observers*

- Carry out election monitoring in the Majalengka Regency working area.
- Reporting violations and evaluations at polling stations.

**Career Sharing LKHS FH UNSOED - Purwokerto, Indonesia** Oct 2021 – Nov 2021

*Project Officer*

- Participants reached 50 people from internal KBMFH UNSOED and the public.
- Presenting speakers from Senior Advocates, Prosecutors, Ombudsman of the Republic of Indonesia.

## ORGANIZATION EXPERIENCE

---

- UNSOED Student Legislative Council (Parlemen Sinergi 2022) - Purwokerto, Indonesia** Mar 2022 – Dec 2022  
*Staff of the Inter-Parliamentary Cooperation Agency (BKSAP)*
- Conducted comparative studies with internal DLM of Unsoed and DLM of other universities such as UNWIKU, and UNSIL.
  - Initiated the formation of a legislative council in Greater Bandung.
  - Developed and designed work programs.
  - Participated in policy discussions at the local level.
- Institute for Legal and Social Studies FH UNSOED - Purwokerto, Indonesia** Apr 2021 – Feb 2023  
*Staff of the Cadre Division*
- Implementation of the National Writing Competition in 2021.
  - Managing infographic publications on LKHS Instagram and LKHS Youtube.
  - Conducting skills development for administrators.
  - Conduct organizational regeneration.
  - Develop and implement training programs for new members.
  - Organizing fundraising events for social and humanitarian activities.
  - Developing cooperation networks with other organizations for capacity building.
- Majalengka Student Association Purwokerto - Purwokerto, Indonesia** Dec 2021 – Dec 2022  
*Head of Community Service Division*
- Implemented Achievement Motivation Training 2022 activities throughout West Java
  - Implemented social service activities (Blood donation in collaboration with UDD PMI Purwokerto, Semeru Care Humanitarian Collaboration)
  - Coordinating all community service and social activities of Himaka Purwokerto.
  - Carrying out educational and social activities in the Majalengka and Purwokerto Regency areas.
  - Promoting community service activities through social media and local campaigns.
  - Develop networks and partnerships with non-governmental organizations to support community service activities.
- Student Election Commission FH UNSOED - Purwokerto, Indonesia** Dec 2021 – Feb 2022  
*Logistics Coordinator*
- Coordinating all logistics matters for the General Election of FH Unsoed Students.
  - Coordinating the Electronic Voting (E-Voting) election platform.
  - Arrange and manage the procurement of facilities and infrastructure for KPUM FH Unsoed activities.
- PKKMB Mahasiswa FH UNSOED - Purwokerto, Indonesia** Jul 2022 – Aug 2022  
*Counselor Division Coordinator*
- Coordinating all matters of new student assistance and guidance.
  - Developed a campus introduction plan program for new students.
  - Implemented mentoring and guidance to new students who were divided into 14 groups / chapters with a total of 300 new students.
- Soedirman Student Summit 2021 UNSOED - Purwokerto, Indonesia** August 2021  
*Support Staff*
- Assisting new student registration.
  - Introducing the environment of Unsoed and Purwokerto region.
  - Conducting assignment guidance for new students.

**SKILL**

---

- Public speaking, Detail oriented, Team Management, Problem Solving, Analitic.
- Ms. Office, Canva, G-drive, Etc.
- Legal Opinion, Drafting, Contract, Research, Compliances, Non-Litigation
- SIM A & C

**CERTIFICATE AND PORTOFOLIO**

---

- Pendidikan Khusus Profesi Advokat (PKPA) – DPN Indonesia & Esa Unggul University 2025