Zoya Alfrida

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Profile

Recent Law graduate (S1) with internship experience at Kejaksaan Negeri Surabaya, plus PKPA and Certified Contract Drafter. Skilled in administration, archiving, documentation, and preparing neat, systematic documents. Good communicator, quick to adapt, strong team player, and proficient in Microsoft Office. Strong interest in employment law, contract drafting, and corporate law.

Experience

Kejaksaan Negeri Surabaya
Intern **2024**
Completed a 4-month internship at Kejaksaan Negeri Surabaya Office. Managed evidence and confiscated goods, including labeling, documentation, storage, and data recording using SIBAKTI and ARSSYS. Participated in restorative justice for theft cases, Phase II examinations, evidence destruction, and criminal trial processes at court

Laboratorium Hukum Universitas Negeri Surabaya
Badan Pengurus Harian **2022-2023**
Served as Daily Board Member (2023) and Public Relations & Publications Officer (2022). Handled documentation, publications, coordinated study visits to LPKA Class I Blitar for 2021 batch students, and organized internship seminars for 2019-2020 batches

Education

Universitas Negeri Surabaya
Bachelor of Law (S1) | GPA: 3.71/4.00 **2026**

Training
Certified Contract Drafter (CCD) Justitia Training Center **2026**
Pendidikan Khusus Profesi Advokat (PKPA) PERADI **2026**

Organizations & Activities

Rangkul Puan Community
Creative Media Coordinator **2022-2023**
Served as Creative Media Coordinator (2023) and Media Staff (2022). Managed Instagram account, created content, documented events, and edited publications. Active in 16 Days of Activism to End Violence Against Women (HAKTP), including early marriage prevention talks at SMPN 31 Surabaya with DP3APPKB, donations, and self-defense classes.

KPPMH dan Pra-TD
Mentor **2022-2023**
Guided new students on academic and organizational activities, mentoring twice in 2022 and 2023

Faculty Debate Competition
Participant in Faculty Delegate Selection
Participated in the selection process to represent the faculty in the inter-faculty debate competition

Skills & Interests

Technical: Microsoft Office (word, powerpoint, excel), contract drafting, document administration, archiving
Soft: Leadership, Procedural Discipline, Teamwork
Language: Bahasa Indonesia, English
Interests: Civil law, criminal law, business law, employment law, industrial relations, legal compliance, litigation, contract drafting, legal opinion