Zoya Alfrida

Portfolio



INTRODUCTION



About me

I am a I am a fresh graduate in Law with interest in corporate law and criminal law. During my studies, I developed skills in legal research, document analysis, drafting and reviewing contracts, while learning to approach every legal process with accuracy and attention to detail.

I am used to working in a structured and organized way, managing administration neatly, communicating clearly, and collaborating in a team, and I am eager to start my legal career to apply my knowledge and further develop my professional.



EDUCATIONAL Background

Universitas Negeri Surabaya

I completed my Bachelor of Laws in 2026 with a GPA of 3.71. During my studies, I not only focused on coursework but also strengthened my critical thinking and public speaking skills by taking part in the selection process for an inter-faculty debate competition. I also wrote an academic legal paper, which trained me to conduct legal research, structure arguments logically, and present my analysis in clear, well-organized writing.

SMAN 72 Jakarta Utara

Professional EXPERIENCE

- 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, Phase II examinations, evidence destruction, and criminal trial processes at court


Sertifikat
Praktek Kerja Lapangan
Diberikan Kepada
ZOYA ALFRIDA
UNIVERSITAS NEGERI SURABAYA – PRODI ILMU HUKUM
Surabaya, 14 Juni 2024
KEPALA KEJAKSAAN NEGERI SURABAYA







Organizational EXPERIENCE

2022

Unesa Law Fair
liason Office (LO)

KPPMH dan Pra-TD
Mentor

Laboratorium Hukum UNESA
Humas and Publikasi Staff

2023

UKKP CUP
Fundraising & Business Coordinator

Laboratorium Hukum Unesa
Daily Executive Board

Rangkul Puan
Creative Media Staff

KPPMH dan Pra-TD
Mentor

2024

Rangkul Puan
Creative Media Coordinator

Laboratorium Hukum Unesa
Daily Executive Board

Organizational EXPERIENCE

2022 — 2023 — 2024

DOCUMENTATION



















CERTIFICATION

PERADI

Pendidikan Khusus Profesi Advokat

Completed PKPA, where I developed a strong foundation in Indonesian civil, criminal, and procedural law, along with practical skills in legal drafting, including contracts, legal opinions, and pleadings. The program also enhanced my understanding of litigation processes, legal ethics, and professional responsibility, while strengthening my ability to analyze cases, apply legal reasoning, and support dispute resolution.

Completed program, certificate in process

JUSTITIA TRAINING CENTER

Certified Contract Drafter


SERTIFIKAT

Zoya Alfrida

BNSP Certification (Passed competency assessment, certificate in process)

DSAREA

Microsoft Office


CERTIFICATE

0028/DSA/MOP/052026

This is to certify that

Zoya Alfrida

has completed the course with the score

Microsoft Office Untuk Pekerja (A)

on April 8th 2026 - May 8th 2026.

provided by Dsarea.

Chief Executive Officer

DSAREA

Muhammad Naufal

PT. Darmawangsa Sangga Amerta

TRAINING

PALU HUKUM INDONESIA

Teknik Penyusunan Legal Drafting & Legal Opinion



KELAS HUKUM

Legal Drafting Batch 18



Personal Skill

Technical:

- Microsoft Office (Word, Powerpoint, Excel)
- Contract Drafting
- Administration
- Contract Review
- Legal Writing

Language:

- Indonesia
- English

Soft Skill:

- Time Management & Teamwork
- Adaptive & Leadership
- Effective Communication & Public Speaking
- Professional Attitude & Confidence

LET'S CONNECT

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Jakarta Pusat

