



KELVIN SASONGKO

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SUMMARY

Fresh graduate bachelor of Law at Universitas Parahyangan, ambitious with a passion for developing innovative solutions. Experienced and skilled in the field of law, particularly in civil and business economic cases, having gained practical experience during a 1-month internship at the Supreme Court in the Civil Section. Additionally, I have obtained practical experience during a 1-month internship at the Walikota of Bogor. fast learner with a diverse skill set, ready to make impactful contributions in the legal field

EDUCATION

- | | |
|---|-------------|
| University of Katolik Parahyangan - Bandung | 2020 – 2024 |
| <ul style="list-style-type: none">Bachelor's Program in Law | |
| Senior High School Kolese Gonzaga | 2017-2020 |
| <ul style="list-style-type: none">Activities: O2SN 100m Sprint, Mini Soccer | |

WORK EXPERIENCE

Staff of the Transmandik Division, PARADE 2022

May 2022 – June 2022

- PARADE 2022 is a program organized by the Community Service Department of BEM UNPAR, focusing on village development and providing outreach to residents and youth organizations in Tjibarani Village.
- Responsible for ensuring safety during PARADE activities.

Staff of the Public Relations Division, Jendela Karir

September 2021 – December 2021

- Jendela Karir is a program from HMPSH (Student Association of the Law Program) that hosts seminars related to career opportunities in the legal field.
- Acted as a liaison for external parties (speakers) and media partners.

Security Staff, Gonzaga High School Jamboree

September 2019

- The Jamboree is an initiation event for new students that includes bonding activities and introductions among students.
- Responsible for maintaining safety during the Jamboree activities.

Legislative Intern

- Sekretariat Daerah Kota Bogor {Bagian Hukum dan Ham}**
 - Developed concise and informative abstracts of regional regulations for the Regional Legal Information Center (JDIH), improving clarity and accessibility for users.
 - Actively engaged in key discussions with experts, government officials, and stakeholders to help shape and refine regional regulations.
 - Compiled accurate and thorough Nota Dinas (official meeting notes) to document essential discussions and decisions, supporting effective communication and decision-making.- Developed concise and inform
- Mahkamah Agung { Panitera Muda Perdata}**
 - Expertly registered and tracked files for both judicial review and cassation stages, ensuring accuracy and compliance with legal procedures.
 - Conducted detailed comparisons of District Court and High Court rulings, creating concise and insightful summaries to support legal analysis.

SKILLS

Language

- Indonesia
- English

Software

- Microsoft Word
- Microsoft Power Point
- Microsoft Excel

Others

- Teamwork
- Communication
- Problem-Solving
- Leadership