

# Michael Dafa Bala Putra

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Male, Yogyakarta

## EXECUTIVE SUMMARY

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Faculty of Law student of Universitas Gadjah Mada who is experienced in analyzing strategic policies and managing large-scale events, including as the chief executive of the Faculty of Law UGM Easter 2023. Able to lead a team and complete projects on time with maximum results.

## EDUCATION

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**Universitas Gadjah Mada Yogyakarta**

**2022 – Now**

Undergraduate in Faculty of Law

**De Britto High School**

**2017 – 2020**

Science Major

## WORK EXPERIENCE

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**Kejaksaan Negeri Yogyakarta**

**Jan - Feb 2025**

**Staff Legal Internship**

- Making indictments and prosecutions in cases being handled by the prosecution
- Create legal facts based on real cases
- Conducting case resumes at the Yogyakarta District Court

**Voxpol Center**

**May 2024**

**Surveyor**

- Collected more than 100 respondents' data with 95% validation rate to support Voxpol Center's analysis.

**IISMA (Indonesian International Student Mobility Award)**

**March-May 2024**

**Interview Zoom Operator**

- Responsible for troubleshooting problems experienced by 10+ interviewees and interviewers
- Responsible for creating interview process reports with up to 95% accuracy

**Badan Pengawas Pemilu**

**Jan-Feb 2024**

**Election Supervisory Committee (Panwaslu)**

- Provide detailed reports to Bawaslu with a 95% accuracy rate with original data
- Supervise voting with 400+ voters

**CV. Cenindo**

**Sep 2021- Aug 2022**

**Admin Proyek**

- Supervising up to 40 workers on a building renovation project with a budget of 500 million
- Ensuring cost efficiency of up to 10%
- Create daily reports related to cash flow and construction progress

## ORGANIZATIONAL EXPERIENCE

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**Dewan Mahasiswa Justicia**

**Sep 2022 –Des 2023**

**Staff of Strategic and Policy Studies**

- Collaborate with other BEM Faculties within the university to learn about internal campus issues.
- Create 5+ infographics in one management
- The percentage of attendance in the work program reached 95%.

**Komunitas Mahasiswa Katolik St. Raymundus**

**Jan – Des 2022**

**External Relations Staff**

- Carry out more than 10 work programs in one stewardship
- Organized more than 10 work programs with partners

## TRAINING EXPERIENCE

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### My Skill

Okt-Des 2024

- Microsoft Excell Basic
- Microsoft Excell Intermediate

## PROJECT EXPERIENCE

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### Action Plan PPSMB UGM 2022

Aug 2022

#### Core Committee

- Contact person for cooperation with partner villages
- provide and install 10+ pieces of equipment needed for the event
- Document during activities with 50+ results

### Pesta Nama KMK FH UGM

Feb 2023

#### Documentation and Design Coordinator

- Coordinate 10+ members in dividing design, documentation, and decoration tasks
- Controlling the tasks of each division and assisting the tasks of the decoration and documentation division with a percentage of 95%.

### Perayaan Paskah KMK FH UGM

Apr 2023

#### Chief Executive

- Responsible for creating event grand designs
- Coordinate each division of the committee with a total of 30+ members and assist in problem solving

### Visitasi KMK FH UGM X KMK FEB UGM

May 2023

#### Master Of Ceremony

- Received positive feedback from 90% of participants on communication and interaction skills.
- Ensure each session of the event runs on time with a percentage of 90%.

### PPSMB Justicia 2023 Jul-Aug 2023

#### Co-Fasilitator

- Responsible for introducing the environment, activities, and culture within the faculty.
- Provided soft skills training to more than 20 new students
- Receive positive feedback from 95% of participants on communication and interaction skills

### Gerakan Turun ke Sekolah oleh Gerakan Sekolah Menyenangkan

March-Apr 2024

#### Core Committee

- Able to conduct classroom management with more than 30 students
- Provides 5+ recommendations for classroom teaching materials

### Piala Dekan Fakultas Hukum 2024

May 2024

#### Documentation staff

- Document during the activity with 70+ results
- Responsible for collecting all photos into one file within one working day

## ADDITIONAL INFORMATION

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### SOFTWARE SKILLS

Ms. Office (Ms. Word, Ms. Excel, Ms. PowerPoint)

Google (Google Docs, Google Spreadsheets, Google Slides)