

# HADONIA LAZARUS MANURUNG

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## Work Experiences

<b>Luar Sekolah - Bandung (Remote)</b>	Aug 2024 - Oct 2024
<i>Captain of Class (Facilitator)</i>	
<ul style="list-style-type: none"><li>Assisted the administrative and technical needs of the weekly meeting.</li><li>Reminded participants to attend meetings, completed the assignments, and other errands.</li><li>Disseminated weekly meeting links to communication group.</li><li>Responded to the questions, then forward it to supervisor, and answer the questions regarding the mechanics of class and task implementation.</li><li>Recapitulated attendance and participant activeness during training activities.</li><li>Organized 20 participants - connected an effective communication throughout participant to the mentor and operator.</li></ul>	
<b>Institut Hijau Indonesia - Bukit Suligi (In Location)</b>	Aug 2024 - Dec 2024
<i>Field Facilitator</i>	
<ul style="list-style-type: none"><li>Led "Laboratorium Keadilan Ekologis dan Sosial" project.</li><li>Helped to mobilize forestry education camp participants.</li><li>Assisted to conceptualize and executed the event land well.</li><li>Registered departure participants, completeness in each activity, and back date to Pekanbaru.</li><li>Organized 30 participant in and outdoor.</li></ul>	
<b>Tunas Bertumbuh - Malang (Remote)</b>	Feb 2021 - Jun 2023
<i>Student Mentor</i>	
<ul style="list-style-type: none"><li>Prepared a presentation describe a brief of "Karya Salemba Empat. Scholarship" - introduction to the scholarship program, registration flow, and dissected the registration requirements.</li><li>Coached up to 20 mentee for their preparation for "Karya Salemba Empat Scholarship" future application.</li><li>Corrected mentees essay to match with a whole criteria of "Karya Salemba Empat Scholarship".</li><li>Gave a positive feedback to all of applicant - support them for the best future and decision.</li><li>Gave feedback to 15 mentee essays.</li><li>Helped 10 mentees become awardee of "Karya Salemba Empat Scholarship" program.</li></ul>	
<b>Yayasan Peta Bencana - Pekanbaru (In Location)</b>	Dec 2022 - May 2023
<i>Trainer</i>	
<ul style="list-style-type: none"><li>Educated 20 people to understand how to use "Peta Bencana's website" and their social media bot to create a report of real time disasters.</li><li>Socialized the importance to create a report in disaster's situation to all of "001 Elementary School" and "005 Junior High School's student" in Pekanbaru.</li><li>Created a report describe our effort to educate society through "Peta Bencana" tools.</li><li>Managed participant for "HKB Legend 2023" to celebrate "Disaster Preparedness Day" in Car Free Day Pekanbaru line.</li><li>Trained 20 people to be proficient to create disaster report via "Peta Bencana".</li><li>Introduced "Peta Bencana Indonesia" to 10-20 student from "001 Elementary School" and "005 Junior High School" Pekanbaru.</li></ul>	
<b>Peace-X - London (Remote)</b>	Mar 2021 - Sep 2021
<i>Project Manager</i>	
<ul style="list-style-type: none"><li>Developed the curriculum and course contents that can be used to educate children in rural areas of India.</li><li>Managed the curriculum development and observed all of departments work - Social Science, Innovation, and Legal Rights. I also supported the team members to develop general curriculum and the course contents (module planners, presentations, and videos).</li><li>Hosted to the weekly departmental assemblies or office hours to supervise, review, and give feedback on the works done by the team members in all of departments I managed.</li><li>Served as a guest instructor in "India's Bookpacker Community", a skill-development course for high-school students, and conducted sessions on "Learning How to Learn" also furthering the cause of educational equity and capacity-building.</li></ul>	
<b>Edualize Foundation - Semarang (Remote)</b>	Jan 2021 - Feb 2021
<i>Public Speaking Facilitator</i>	
<ul style="list-style-type: none"><li>Scheduled once-a-week meet for my 10 mentee.</li><li>Prepared public speaking outlet to support my work.</li><li>Corrected a video assignment given by each mentee.</li><li>Evaluated my mentee's progress based on they task.</li></ul>	

- Gave positive feedback to all of my mentee.
- I learned how to manage my extra-time, how to control my assessment, how to improve my public speaking, how to upgrade my interpersonal communication, and how to listen carefully to my interlocutor.
- Mentored 5 mentees to be fluent in public speaking practice.

**Rumah Belajar Gurindam Paguyuban Karya Salemba Empat  
Universitas Riau - Pekanbaru (In Location)**

Jan 2019 - Mar 2019

*SBMPTN Mentor*

- Evaluated mentee's test for the questions I gave.
- Corrected the answers from "Tryout KSE Nusantara Chapter Universitas Riau".
- Accompanied my mentee to discuss their University major's plan.
- 9 out of 10 my mentees strated their new chapter at their dream university through Test-Based National Selection's or "SBMPTN 2019".

**Yayasan Fatma Visi Sukses - Pekanbaru (In Location)**

Apr 2018 - Sep 2018

*UN Mentor*

- Evaluated their test - Senior High School National Exam (equivalency program) or "Paket C".
- I learned the value of education. Most of student I teach come from underrated background - economic condition, social condition, even mental condition.
- Instead, they story and journey teach me a simplicity in a real life - seems like a symbiotic mutualism - I teach them a formal material and they teach me a value.
- 6 out of 6 my mentees passed their Senior High School National Exam (equivalency program) or "Paket C".

## Education Level

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**Universitas Riau - Pekanbaru**

Aug 2017 - Jan 2024

*Bachelor of Law Science - International Law, 3.84/4.00*

- Awardee Beasiswa Karya Salemba Empat Universitas Riau.
- Joined "School of Public Management class" Lecture at Waseda University.
- Joined "Public Policy Studies" Lecture at University of Tokyo.
- Related course: Hukum Perusahaan, Hukum Perdata, Hukum Perjanjian, and Manajemen Sumber Daya Manusia.

## Organisational Experience

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**Ikatan Alumni Pepelingasih Indonesia**

Oct 2021

*Head of Legal and Advocacy*

- Bridged communication to third parties who want to work with IKAPI Provinsi Riau.
- Stated recommendation letter for every single member needs.
- Developed policy brief as a response for environmental issues.
- Scheduled focus group discussion to discuss the policy brief we created.

**Debate Club Fakultas Hukum Universitas Riau**

Sep 2018 - Sep 2019

*Secretary*

- Conducted community member's presence and recapitulated it every month.
- Handled internal problems between members through audiences with alumni and trustees to find out a solution for the problem.
- Built emotional closeness among members.
- Mediated conflict and try to prevent disputes between members.
- Completed correspondence needs used for procure chairs and meeting rooms for weekly meet and to support debate internal selection.
- Stated letter for the internal needs, such as delegation letter, permission letter, and invitations for outsider.
- Interviewed member candidates.