

# Michael Dafa Bala Putra

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Male, Yogyakarta

## EXECUTIVE SUMMARY

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

**Universitas Gadjah Mada Yogyakarta** 2022 – Now

Undergraduate in Faculty of Law

**De Britto High School** 2017 – 2020

Science Major

## WORK EXPERIENCE

**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

**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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<b>My Skill</b>	<b>Okt-Des 2024</b>
• Microsoft Excel Basic • Microsoft Excel Intermediate	

## **PROJECT EXPERIENCE**

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<b>Action Plan PPSMB UGM 2022</b>	<b>Aug 2022</b>
<b>Core Committee</b>	
• Contact person for cooperation with partner villages • provide and install 10+ pieces of equipment needed for the event • Document during activities with 50+ results	
<b>Pesta Nama KMK FH UGM</b>	<b>Feb 2023</b>
<b>Documentation and Design Coordinator</b>	
• 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%.	
<b>Perayaan Paskah KMK FH UGM</b>	<b>Apr 2023</b>
<b>Chief Executive</b>	
• Responsible for creating event grand designs • Coordinate each division of the committee with a total of 30+ members and assist in problem solving	
<b>Visitasi KMK FH UGM X KMK FEB UGM</b>	<b>May 2023</b>
<b>Master Of Ceremony</b>	
• 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%.	
<b>PPSMB Justicia 2023 Jul-Aug 2023</b>	
<b>Co-Fasilitator</b>	
• 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	
<b>Gerakan Turun ke Sekolah oleh Gerakan Sekolah Menyenangkan</b>	<b>March-Apr 2024</b>
<b>Core Committee</b>	
• Able to conduct classroom management with more than 30 students • Provides 5+ recommendations for classroom teaching materials	
<b>Piala Dekan Fakultas Hukum 2024</b>	<b>May 2024</b>
<b>Documentation staff</b>	
• 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)