



# WINA SUGIANI SUGANA

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Bandung, Indonesia

Experience internship in the field of human resources and legal consultants. Skilled in Negotiation, Management, Teamwork and tolerant.

## Work Experiences

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### Kantor Hukum Mariani Wiwik & Rekan - Bandung, Indonesia

Jan 2020 - Present

#### Assistant manager

- Controlling and manage social media especially instagram
- Financially controlling inputs and outputs
- Case control and case analysis
- Make a memorandum of defense in criminal and civil cases
- Managing cases files
- Data analysis to maintain relationship with clients
- Make work agreements with companies
- Following up with various other companies, holding meeting and cooperating with private companies
- Maintain good relations with client and companies, make predictions of the success of these cases
- Mediate in civil cases
- Assist with inspections and investigations
- Successfully completed 30 cases in a year both litigation and non litigation

### Rikolto - Bandung, Indonesia

Nov 2018 - Dec 2018

#### Surveyor

- Working as a surveyor helps collect data and process data on how much food is thrown away by the community in the Bandung area
- Successfully collect 100 data and managed data in one month

### Pusat Penelitian dan Pengembangan Jalan dan Jembatan (PUSJATAN) - Bandung, Indonesia

Sep 2019 - Nov 2019

- Working at PUSJATAN has enhanced analytical and critical thinking skills in the field of human resources. I observe civil servants to see the relationship between the quality of work life and the organizational commitment possessed by civil servants.

## Education Level

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### Parahyangan Catholic University - Bandung, Indonesia

Jun 2020 - Jun 2022

#### Masters Degree in Management, 4.00/4.00

- Cumlaude

### Parahyangan Catholic University - Bandung, Indonesia

Aug 2016 - Jan 2020

#### Bachelor Degree in Public Administration, 3.51/4.00

- Cumlaude

## Organisational Experience

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### DPD Ikatan Alumni Lemhannas RI - Jawa Barat, Indonesia

Sep 2022 - Present

#### Treasurer

- Manage income and expenses for group activities
- Make a budget plan
- Make financial accountability reports

### Parahyangan Project (PARAGON) - Bandung, Indonesia

#### Head of Event

- As part of the event division, it has the task of managing social media for branding of the event, in addition to building brand awareness.

### Sidang dan Temu Akrab Ilmu Administrasi Publik - Bandung, Indonesia

#### Head of event

- Raise awareness of students through social media so that they know and are interested in visiting the event

### Himpunan Mahasiswa Program Studi Ilmu Administrasi Publik - Parahyangan Catholic University

Jul 2017 - Jul 2018

### *Treasurer*

- Manage income and expenses for group activities
- Make a budget plan
- Make financial accountability reports
- Managed finances for 20 events

## **Skills, Achievements & Other Experience**

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- **Hard Skills:** Microsoft Office, SPSS, Smart PLS, Mendeley
- **Soft Skills:** Critical and analytical thinking, Presentation Skills, Negotiation Skill, Communication Skill