

GALEN JUSAC ALLBRIGHT

LEGAL OFFICER / CORPORATE LEGAL CANDIDATE

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PROFESSIONAL SUMMARY

Legal professional with approximately 5 years of experience in litigation support, corporate legal matters, contract review, legal drafting, regulatory research, and business licensing. Skilled in preparing and reviewing agreements, NDAs, MoUs, addendums, draft legal opinions, warning letters, pleadings, and other legal documents under partner supervision. Familiar with e-Court, SIPP, AHU Online, OSS RBA, and DJKI, with an advocate oath process expected to be completed in June 2026. Seeking opportunities as a Legal Officer or Corporate Legal professional.

WORK EXPERIENCE

Gracia Law Firm | Central Jakarta, Indonesia

Junior Associate *Feb 2022 - May 2026*

- Handled legal research, case preparation, court administration, and client-related support for civil, criminal, land, commercial, and intellectual property matters.
- Drafted litigation documents, including warning letters, lawsuits, answers, replies, rejoinders, conclusions, and other supporting case documents under partner supervision.
- Prepared and reviewed commercial legal documents, including agreements, NDAs, MoUs, addendums, and draft legal opinions subject to partner approval.
- Served as legal support for a multinational inspection company by reviewing company agreements and advising on Indonesian laws related to business operations.
- Conducted company legality checks through AHU Online and assisted with business licensing matters, including NIB issuance through OSS RBA.
- Utilized e-Court, SIPP, AHU Online, OSS RBA, and DJKI to support litigation, corporate, licensing, and intellectual property-related work.
- Liaised with clients, court officials, government institutions, and internal legal teams regarding ongoing cases and corporate legal matters.

Amir Tamba, Stella Hermawan dan Rekan | West Jakarta, Indonesia

Trainee Associate *Sep 2021 - Jan 2022*

- Contributed to bankruptcy, fraud, and embezzlement-related matters, including a bankruptcy proceeding involving claims of approximately IDR 501 billion.
- Conducted legal research, reviewed case materials, prepared draft legal documents, and attended court hearings and court administration processes.
- Prepared correspondence, pleadings, and legal recommendations based on case facts and applicable laws.
- Coordinated with relevant parties and compiled supporting documents for litigation and dispute resolution matters.

LBH Mawar Saron | North Jakarta, Indonesia

Legal Intern *May 2021 - Jul 2021*

- Prepared trial materials and supporting legal documents for public defender matters.
- Participated in legal consultation activities and legal education programs for detainees.
- Conducted client interviews, legal research, case preparation, and administrative support.

EDUCATION

Brawijaya University | Malang, Indonesia

Bachelor of Law

GPA: 3.62 / 4.00 | Concentration: Business Law

LEGAL SKILLS

Contract Review, Legal Drafting, Legal Research, Legal Opinion Drafting, Litigation Support, Corporate Legal Documentation, Regulatory Research, Business Licensing Support, Company Legality Review, Intellectual Property Administration Support, Case Preparation, Court Administration, Client Coordination.

LEGAL DOCUMENTS

Agreement, Non-Disclosure Agreement, Memorandum of Understanding, Addendum, Warning Letter, Lawsuit, Answer, Reply, Rejoinder, Conclusion, Draft Legal Opinion.

LEGAL PLATFORMS & TOOLS

e-Court, SIPP, AHU Online, OSS RBA, DJKI, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Google Workspace.

CERTIFICATION & PROFESSIONAL TRAINING

- Pendidikan Khusus Profesi Advokat, PKPA.
- Advocate Bar Examination, passed.
- Advocate oath process expected to be completed in June 2026.
- Microsoft Office Desktop Application.

ORGANIZATIONAL EXPERIENCE

Gerakan Mahasiswa Nasional Indonesia, GMNI | Malang, Indonesia

Treasurer 2017 - 2019

- Coordinated funding matters with organizational divisions, including cadre development, politics, and organizational affairs.
- Supported financial planning and coordination for seminars and organizational activities.
- Assisted in managing financial administration and internal reporting for organizational programs.

LANGUAGES

Indonesian: Native | English: Conversational Professional Proficiency