

Policy Officer

# Raina Shafaa

Email address: shafaaraina@gmail.com | Phone number: +6287878589347

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## WEBSITES AND SOCIAL LINKS

Portofolio : <https://linktr.ee/rainashafaa>

## SUMMARY

Public Policy and International Relations professional with 3+ years of experience across government institutions, diplomatic missions, international organizations, and global youth initiatives. Expertise in policy analysis, governance, political communication, research, and stakeholder engagement. Demonstrated ability to translate complex political and policy issues into actionable recommendations through analytical reporting, advocacy, and strategic communications. Passionate about advancing inclusive governance, sustainable development, and international cooperation.

## EXPERIENCE

### POLICY OFFICER | Nov 2025 — Current

Ministry of Home Affairs of the Republic of Indonesia (MOHA) - Indonesia

- Developed impactful policies driving organizational success.
- Streamlined processes, enhancing efficiency by 30%.
- Collaborated with stakeholders to align on strategic goals.
- Conducted in-depth research to inform policy decisions.
- Presented policy recommendations to senior leadership.
- Facilitated workshops, boosting team engagement by 25%.
- Monitored policy implementation, ensuring compliance and effectiveness.
- Analyzed data trends, leading to informed policy adjustments.
- Authored comprehensive reports, enhancing transparency.
- Championed initiatives that improved community relations.

### PUBLICATIONS COORDINATOR | Jul 2025 — Oct 2025

Youth & Policy - United Kingdom (Remote)

- Streamlined publication processes, boosting efficiency by 30%.
- Increased audience engagement by 25% through targeted content strategies.
- Managed a team of writers, enhancing collaboration and creativity.
- Developed marketing materials that drove a 40% rise in subscriptions.
- Analyzed market trends to align publications with reader interests.
- Implemented feedback systems, improving content quality by 20%.

## **POLITICAL DIVISION | Aug 2024 — Sep 2024**

Embassy of Bulgaria - Indonesia

- Led strategic initiatives to enhance political engagement and outreach.
- Collaborated with stakeholders to drive legislative changes effectively.
- Implemented data-driven strategies to optimize campaign performance.
- Facilitated embassy's event that has over 100 Ambassadors/Diplomats on diplomatic duties.
- Managed a team of 15 to execute successful political campaigns.
- Analyzed political trends to inform decision-making and strategy.
- Strengthened partnerships with local organizations for greater impact.
- Achieved recognition for excellence in political advocacy and leadership.

## **RESEARCH ASSISTANT | Jan 2024 — Apr 2024**

Ministry of Research, Technology, and Higher Education - Indonesia

- Collaborated with cross-functional teams, fostering innovation and synergy.
- Presented findings to senior management, influencing strategic direction.
- Managed multiple projects simultaneously, ensuring timely delivery.
- Maintained meticulous records, ensuring data integrity and reliability.

## **COMMUNICATION & ADVOCACY CONTRIBUTOR #BEIJING+30 | Jan 2024 — Mar 2024**

UN Women Asia & the Pacific - Bangkok

- Developed impactful communication strategies for global advocacy campaigns.
- Enhanced stakeholder engagement through targeted messaging and outreach.
- Collaborated with diverse teams to create compelling content and visuals.
- Utilized social media platforms to amplify campaign reach and effectiveness.
- Analyzed campaign performance metrics to optimize future initiatives.
- Presented findings to senior leadership, influencing strategic decisions.
- Championed inclusivity, ensuring diverse voices were represented in campaigns.

## **EDITORIAL & CONTENT WRITER | Apr 2020 — Jun 2023**

U-Report

- Produced high-quality articles for top-tier publications.
- Researched industry trends to create relevant, timely content.
- Wrote persuasive copy that drove conversions and sales.
- Produced articles that have reached 3,000+ readers, amplifying youth voices and strengthening awareness on child rights and social issues.

## EDUCATION

**Bakrie University - Jakarta | B.A. in International Relations**

International Relations | Sep 2021 - Feb 2025

- Graduated with Honors, achieving a GPA of 3.67/4.0
- Received the Dean's List recognition
- Participated in academic conferences, presenting research findings

## SKILLS

- Peacebuilding
- Proposal Writing
- Editing
- Development & Production of Publications
- Public Policy
- Analytical & Policy Analysis
- Crisis Management
- Research & Development (R&D)
- Strategic Communications
- Risk Assessment
- Data Analysis

## LANGUAGES

English



Indonesian



Spanish



## CERTIFICATIONS AND LICENSES

- Introduction to Behavioral Science in Public Policy (World Bank Group)
- Comprehensive Certificate (EU Non-Proliferation & Disarmament Consortium)
- Intercultural Competences In Peace Missions (UNITAR)
- Implementation Strategies for SDG 7 Localisation (UN ESCAP)
- Design Thinking (Kementerian Ketenagakerjaan RI)
- Sustainable Decision-Making in Development Corridors (UNDP)
- Communication for Development (IOM – UN MIGRATION)
- Planning for data collection, processing, and analysis (UNICEF)