



## DO THAO VY

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Newly - graduated student majoring in International Trade Law. Skilled in Public Speaking, Critical Thinking, Legal Analysis and Document Preparation/Drafting. Looking forward to working professionally in the legal field with a Bachelor's degree of International Trade Law from Ho Chi Minh City University of Law (Ulaw).

## EXPERIENCES

**AUG 2022 – JUN 2024**

**ENGLISH TEACHING ASSISTANT**, VEA ENGLISH CENTER

- Enhancing proficiency in English skills;
- Facilitating collaboration between foreign teachers, Vietnamese teachers and training department staffs;
- Cultivating patience and communication skills by interacting with students, parents and staffs.

**MAY 2022 – AUG 2024**

**VOCALIST**, GCULAW CLUB – ULAW

- Strengthening interpersonal skills to broaden professional network.

**JAN 2024 – MAY 2024**

**LEGAL INTERN**, LIDE LEGAL CO., LTD

- Refining legal research, analysis, and application skills through practical legal consulting work;
- Cultivating problem-solving skills through meetings and brief training sessions conducted in both English and Vietnamese;
- Employing English language skills in daily work activities, such as interacting with clients, translating materials, and drafting documents;
- Building self-regulation and emotional management skills to thrive in high-pressure, fast-paced work settings.

## EDUCATION

**2020**

**GRADUATED**, NGUYEN HUU CAU HIGH SCHOOL

**2024**

**INTERNATIONAL TRADE LAW STUDENT**, HO CHI MINH CITY UNIVERSITY OF LAW

GPA: 2.82/4.0 (7.37/10)

## SKILLS

### LANGUAGE

#### ENGLISH

- Communicating fluently;
- Translating documents.

### HARD SKILLS

#### LEGAL ANALYSIS & WRITING

- Enhancing research and analytical skills through self-analysis of various legal issues in court cases and practical situations during both academic studies and law firm internship.

#### PREPARING, DRAFTING & REVIEW LEGAL DOCUMENTS

- Creating a checklist of procedures and documents required for customer requests;
- Liaising with different departments/agencies to resolve work issues;
- Drafting and reviewing documents/contracts.

### SOFT SKILLS GAINED FROM EXPERIENCE

#### LEADERSHIP

#### CRITICAL THINKING

#### AUTONOMY/WORK INDEPENDENTLY

#### TEAMWORK

#### COMMUNICATION

#### LISTENING

#### EMOTIONAL MANAGEMENT

## CERTIFICATIONS & AWARDS

2023

**MENTOR CERTIFICATE**, NHC MENTORING 2023 PROGRAM

2024

**BACHELOR'S DECREE OF INTERNATIONAL TRADE LAW**

**TOEIC SCORE CERTIFICATE**, TOTAL SCORE: 785