

Le Ngoc Tram

Legal Intern

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As a recent law graduate with a solid academic foundation and hands-on experience in legal internships and research, I have consistently demonstrated academic excellence and a deep commitment to the legal field. My expertise in legal theory, coupled with a comprehensive understanding of the Vietnamese legal system, uniquely positions me to contribute effectively to Circle K's continued success. Eager to apply my skills and knowledge, I am enthusiastic about supporting the company's growth while seizing opportunities to expand my professional capabilities and make a lasting impact within the legal profession.

Education

- Ton Duc Thang University

2020 - 2024

 - Bachelor of Law, majoring in Economic Law.
 - GPA: 3.7/4.0.
 - Awarded the title of Bachelor with Honors.
 - Received merit-based scholarships each semester.
- Ho Chi Minh City University of Law

8/2024

 - LEGAL ENGLISH Short-term Course.

Experience

- People's Court of District 7 - Legal Intern

4/2024 - 7/2024

 - Assisted in drafting legal documents.
 - Actively engaged in and assisted with mediation sessions, honing skills in conflict resolution and negotiation among parties.
 - Identified and synthesized key legal points, contributing to the discovery of crucial aspects in relevant laws to expedite the case resolution process.
- Henrison Law - Legal Intern

8/2024 - 10/2024

 - Monitored and reported on updates and changes in legal regulations.
 - Conducted detailed reviews of client contracts and identified potential risks.
 - Performed in-depth legal research and analysis on complex client cases across various sectors.
 - Collaborated closely with attorneys to draft precise administrative documents and tailored contracts aligned with client needs.
 - Liaised with state agencies when necessary to facilitate legal procedures and ensure compliance with regulatory requirements.
- Lac Duy & Associates - Legal Intern

11/2024 - Present

 - Accurately documented and synthesized key information during client-lawyer consultations.
 - Conducted comprehensive legal research and delivered timely monthly updates on the latest regulatory changes.
 - Supported lawyers in court proceedings, expertly handling litigation processes and representing clients in legal disputes.
 - Analyzed multifaceted legal cases and devised innovative, result-driven solutions, collaborating seamlessly with the legal team to secure successful client outcomes.
 - Drafted bespoke advisory letters, litigation briefs, and legal documents aligned with client objectives, consistently praised for clarity, accuracy, and professionalism.

Certificates

- IELTS 6.0

01/2024
- MOS Word 2016

06/2022
- MOS Excel 2016

07/2022
- MOS Powerpoint 2016

09/2022

Skills

- Legal Skills: Legal Research; Legal Writing; Contract Review and Risk Assessment.
- Soft Skills: Logical Thinking; Negotiation; Teamwork; Problem-solving.
- Administrative Skills: Attention to Detail; Document Management; Time Management.