



CAO QUOC DUNG

Legal Intern
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OBJECTIVE

Seeking a Legal Intern position to leverage a strong academic foundation and work ethic. Committed to developing practical expertise in legal research, analysis, and drafting, while actively supporting the legal team's compliance and risk management initiatives. Long-term goal is to evolve into a Legal Officer ensuring regulatory adherence and contributing to optimal business operations. Basic proficiency in Chinese and English.

EDUCATION

2021 - 2025 **HCMC University of Technology (Trường Đại Học Công Nghệ TP.HCM)**
Bachelor of Laws

WORK EXPERIENCE

2/2025 - 6/2025 **The High People's Court of Ho Chi Minh City**
Legal Intern, Administration and Judiciary Department

- Drafted and reviewed legal documents, including petitions, minutes, and reports, ensuring strict compliance with legal regulations under the guidance of senior staff.
- Supported administrative functions, including the reception, organization, classification, and secure archiving of official case files as per institutional procedures.
- Facilitated public liaison activities by assisting in the processing and resolution of citizen complaints and denunciations.

CERTIFICATIONS

2025 - present MICROSOFT OFFICE SPECIALIST

2025 - 2027 TOEIC 480 (listen score: 335/495)

ACTIVITIES

1/10/2025 Attended the Talkshow: "What Lawyers Say?" to gain practical insights into legal practice, litigation strategies, and ethical challenges in the profession.

13/4/2024 Attended the Legal Seminar: "Key Amendments to the Law on Credit Institutions 2024 and Implementation Mechanisms."

SKILLS

Legal Skills

Legal Drafting: Proficient in drafting formal legal documents ensuring adherence to procedural laws.

Case Management & Archiving: Experienced in organizing, classifying, and maintaining confidential case files according to institutional standards.

Legal Research: Ability to quickly research and synthesize legal provisions, precedents, and official guidelines.

AI Application in Legal Research & Analysis: Skilled in developing effective **AI prompts** to optimize research outcomes and support the drafting of preliminary legal texts.

Soft Skills

Organizational & Time Management: Proven ability to manage high volumes of documents, prioritize tasks, and meet strict judicial deadlines.

Teamwork & Collaboration: Effectively collaborated with legal officers and administrative staff to ensure the smooth flow of departmental operations.