

VO HOANG NGOC DUYEN

LEGAL INTERN

ABOUT ME

Motivated and detail-oriented final-year student at UEL seeking an legal internship to apply my academic knowledge and gain practical experience. With a passion for legal research, particularly interested in corporate law, banking law, I am eager to apply my academic knowledge and practical skills to a real-world business environment. I am confident that my enthusiasm, combined with my academic background and practical skills, will enable me to make a significant contribution to CirCle K.

WORK EXPERIENCE

MAR
2024
-
SEP
2024

LHLEGAL LAW FIRM

Legal Intern

- Assisting lawyers in legal research, contract drafting, and legal document preparation.
- Analyzing and adjusting contract terms, assessing legal risks.
- Developing effective teamwork skills through participation in joint projects with other lawyers, while enhancing communication and problem-solving abilities.

MAY
2023
-
AUG
2023

THE PEOPLE'S COURT OF PHU YEN PROVINCE

Civil Court Intern

- Learn about the civil litigation process in practice by reviewing various civil case files.
- Sort, classify, and merge completed civil case files.
- Be trained and improve meticulous, careful working skills, and communication in a state agency environment.



EXTRACURRICULAR ACTIVITIES

- Executive Committee Member of the Law Faculty Association - University of Economics and Law.
- Head of the Organizing Committee of the "Tam Long Sports Festival" in 2023.
- Head of the Organizing Committee for the "Gui" Fundraising Concert with over 500 student attendees in 2023.
- Organizing of the "Border Rainbow" Volunteer Campaign in 2022 - 2024.



23/06/2003



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Binh Thanh District,
Ho Chi Minh City

EDUCATION

University of Economics and Law

Finance and Banking Law

2021 - Present

SKILLS

- Research Skills
- Writing Skills
- Legal Document Editing Skills
- Legal Thinking
- Microsoft Office Suite (Excel, Word, PPT)

LANGUAGE

- English - IELTS 5.5