

NGUYỄN THỊ HỒNG HẠNH

LEGAL INTERN

Career Orientation

SHORT CAREER ORIENTATION

Apply to this position, I would like to promote myself in reality and experience about agreement, critical thinking, teamwork, and communication skills, in addition to bringing valuation to the enterprise.

LONG CAREER ORIENTATION

Strive to become a Legal Executive, Legal Consultant.

Experience

10/2023

-

5/2024

SONDA Garden

Customer Service Representative

- Handle customer complaints and provide support via the Shopee platform.
- Manage negative reviews and maintain customer satisfaction.

8/2024

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10/2024

Civil Judgment Enforcement Department, Di An City


Intern

- Assist in drafting and processing legal documents.
- Participate in case file research and support enforcement procedures.


Skill

- Proficient in office technology: Word, Excel, PowerPoint;
- Using English.
- Using edit photo tools: Canva, Adobe Photoshop...
- Teamwork skills and working personal skills, leading team.
- Reviewing contracts, writing plead law content, analyzing and summarizing judgment.



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 Dong Chieu, Tan Dong Hiep, Di An City, Binh Duong

Education

2018 - 2021

Di An High School

2021 - 2025

Ho Chi Minh City University of Law

Major: Law

Certifications

IELTS English Certificate

MOS Word Certification

Activity

2021 - 9/2022: Media Volunteer

Administrative Law Faculty Student Union.

2023: Conducted a university-level research project

Ho Chi Minh City University of Law