

PERSONAL INFORMATION

→ hotriduc2411@gmail.com

Q 0934796937

District 1, HCMC

SKILL

LEGAL RESEARCH

GOOD COMMUNICATION

PROBLEM SOLVING

ACTIVE LISTENING

MANAGEMENT SKILLS

TEAMWORK

CERTIFICATE

10/2023

Microsoft office specialist for office word 2016 (906/1000)

01/2024

Test of english for international communication (630/990)

HÖ TRÍ ĐỨC LEGAL INTERN

CAREER OBJECTIVE

Highly goal-oriented, cooperative, and diligent law student seeking to obtain a position that supports your law firm to expand and the opportunity to utilize my legal research, analytical and logical reasoning skills in a demanding and fulfilling work environment

WORK EXPERIENCE

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LEGAL INTERN // 08/2024 - 01/2025

HQC LAW FIRM

- Research regulations and legal articles to assess the legitimacy of documents;
- Review and analyze papers and contracts related to civil and commercial law;
- Draft letters and emails for Associates to contact clients;
- Search the legal basis and assess the legitimacy;
- Translate contracts, documents from Vietnamese to English and vice versa.

Experience gained:

- Capability to do legal research and analysis;
- Approached and clearly comprehended the legal project

EDUCATION



COMMERCIAL, CIVIL, AND INTERNATIONAL LAW (ADVANCED PROGRAM)

// 2020 - 2024

HO CHI MINH CITY UNIVERSITY OF LAW

- GPA 2.7/4.0 (7 semesters)
- 2024 First Prize in the criminal department on scientific research topic (for students)
- 2024 Third Prize in the whole school on scientific research topic (for students)
- 2024 Semi-finalist of the Euréka prize for scientific research (for students)