

# TRẦN NGỌC BẢO CHÂU

## LEGAL INTERN

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### CONTACT

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### EDUCATIONAL LEVEL

- **2020 - 2024**

Graduated with a bachelor's degree in Law - Ho Chi Minh City University of Law  
GPA: 2.89

### SKILLS

- **Office informatics:**

Prepare professional documents with Word, create spreadsheets, calculate salary using Excel functions.

- **Analysis and critical thinking:**

Understand and analyze laws, regulations, and situations.

- **Legal research:**

Search, read, understand and apply laws and case law to real cases.

- **Teamwork:**

Coordinate with colleagues, customers and relevant parties in the case. Honest, secure information and withstand pressure.

### CERTIFICATE

- TOEIC READING & LISTENING
- Microsoft Office (MOS) Word
- Microsoft Office Excel
- English Communication B1(Kyna Foreign)

### WORK EXPERIENCE

- **Company:** Huynh Nguyen Consultingcy
- **Position:** Intern - Project Legal Department
- **Description:** Conduct customer profile research as required.
- Write a consultation letter based on the requirements stated in the case specializing in real estate projects.
- Research legal issues related to types of businesses, investments, home ownership regimes, taxes...
- Review and supplement information in the lease purchase contract as required by the company.
- **Company:** Ni Tran Law
- **Position:** Legal intern
- **Description:** Support in meeting clients with lawyers, answering clients' legal questions raised in specific cases.
- Write a research article related to "Vietnamese people residing abroad under the Land Law 2024".