

# **NGUYEN NGOC TU ANH**

LEGAL INTERN

### **OBJECTIVE**

With a disciplined and responsible mindset, along with strong communication skills, I have gained valuable knowledge and experience through law firm internships and academic studies. Committed to continuous learning, I actively seek the highest value with unwavering determination. My long-term goal is to develop into an experienced legal expert.



# **WORK EXPERIENCE**

# People's Court of Phu Nhuan District

### **Legal Intern**

- Assisted clerks in drafting over 40 judgments, decisions, court records, and documents related to Law on Marriage and Family, Civil Law, and Criminal Law.
- Researched laws relevant to various cases.
- Organized and maintained client files logically and neatly.

#### **Phung Viet Law Firm**

#### 11/2023 - 3/2024

8/2024 - 11/2024

#### **Legal Intern**

- Researched legal information to support lawyers.
- Assisted lawyers in preparing litigation or legal consultation documents related to Land Law and Civil Law.
- Maintained and organized client files systematically.
- Performed other tasks as assigned by lawyers.

#### **People's Court of District 1**

#### 6/2023 - 11/2023

#### Legal Intern

- Typed and processed legal documents related to Civil Law, Criminal Law, Administrative Law, and Civil Procedure Law accurately and efficiently.
- · Organized and maintained legal documents properly.
- · Assisted court clerks with additional tasks as required.

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#### **ACTIVITIES**

#### Member - Clinical Legal Education Club (CLEHCMULAW)

3/2023 - Present

- Organized legal awareness programs and mock trials for nearly 100 participants in Ho Chi Minh City, Thu Duc, and Binh Duong.
- Drafted mock trial content for CLEHCMULAW's official page.



## **ACHIEVEMENTS**

#### 2022:

Top 20 finalist in the "B4S - Branding for Success 2022" competition, organized by the Business Administration Faculty of Ho Chi Minh City University of Law.

#### 2023

Academic Excellence Scholarship (Semester II, 2022-2023).

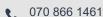
Research paper on "Human Trafficking Under 16 Years Old: Comparative Study and Lessons for Vietnam" rated as Excellent in university-level assessment.

#### 2024:

"Five-Good Student" award in the Criminal Law Faculty (2023-2024).

Top 12 finalist in the "Model United Nations Conference" organized by the International Law Faculty of Ho Chi Minh City University of Law.

# CONTACT



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## **EDUCATION**

# Ho Chi Minh City University of Law (10/2021 - Present)

- Senior student majoring in Criminal Law, passionate about Commercial Law and Civil Law.
- Latest semester GPA: 3.3/4.0.

## **SKILLS**

#### **English Proficiency:**

Scored 945 on a TOEIC practice test at university (September 2024).

## Office IT Skills:

Proficient in Word, Excel, PowerPoint, and Teams.

#### **Research and Information Analysis:**

Effectively gathers information from reliable sources, including the internet, libraries, and databases. Evaluates and analyzes sources to ensure accuracy and reliability.

# Writing Skills:

Strong content drafting ability.

### Work Under Pressure:

Prioritizes tasks to ensure timely completion of important assignments.

#### Teamwork:

Understands and respects team members, listens actively, and considers different perspectives.

#### **Time Management:**

Uses tools like Google Calendar and Todoist for efficient task tracking and scheduling.

