



# HOÀNG THỊ ĐỒNG TÂM

## FOURTH-YEAR LAW STUDENT

### ABOUT MYSELF

I love being a law student. I am a last year uni-student from ULAW hope to find an appropriate place for my internship. I eager to learn about new things that can improve my skills, knowledge, want to meet and connect to more people. I enjoy listening to other's opinions that can benefit me. My plan is become a legal-specialist. I once tried at different field.

I always scare that I could not live life to the fullest.

### EXPERIENCE

#### Huynh Nguyen Consultancy – 4/2023 to 9/2023.

Legal Intern

- Write incident reports;
- Review contract: examine and revise clauses to align with the rights and obligations for clients;
- Draft official letters;
- Research legal issues and valid legal documents;
- Respond to legal issue via email;

#### 10 Education I 2022 (2 months)

CTV Sale

- Support seeding promotion;
- Search for potential students;
- Provide consultation and answer questions about courses for those interested in learning;

### ACTIVITIES

#### CTV Ban truyền thông Đoàn trường ĐH Luật HCM – 2022–hiện tại

- Support school's activities;
- Writiing content for fanpage Tuổi trẻ luật about the Communist Youth Union's activities;
- Content creator for some special ocasion;

CTV Xuất sắc năm 2022–2023;

### CONTACT INFORMATION

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#### Email

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82/14/18 Nguyễn Xí, Bình  
Thạnh, TP. HCM

### SKILLS

- Teamwork, alone-work;
- Basic computer skill;
- Social skills;
- Time management;
- Flexible;
- Work under pressure;

### CERTIFICATION

TOEIC 820 (Reading &  
Listening)