



HÀ LÊ HẢI GIANG

LEGAL INTERN

As a dedicated final-year law students with a strong passion for legal practice, I am excited to apply for the **Legal Intern**. My academic background has equipped me with a solid **understanding of legal principles and procedures**, while my involvement in various student organizations has honed my **research and analytical skills**. I am eager to contribute to your team by assisting in case **preparation, conducting legal research, and drafting documents**. This internship aligns perfectly with my **career goals**, as I aim to gain practical experience and deepen my understanding of the legal field.

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✉ Hlhgiang0902@gmail.com

📍 Ho Chi Minh City

EDUCATION

Ho Chi Minh City University of Law (ULAW)

Major in Law - Commercial Law Department

Oct 2021 - present

- GPA: 7.3/10

SKILLS

- **Office skills:** Microsoft Office (Word, Excel, PowerPoint).
- **Soft skills:** Leadership, Negotiation, Teamwork, Problem-Solving, Time management.
- **Communication skills:** Both verbal and written.
- **Professional skills:** Legal Research, Legal Review, Legal Writing, Analytical Reasoning, Critical Thinking.

LANGUAGE

- Vietnamese: Native
- English: Toeic 755

WORK EXPERIENCE

VNG CORPORATION

June 2024 - January 2025

Law data processing associate

- Developed strong professional skills through processing data related to the subjects of Civil Law, Commercial Law, Enterprise Law, Labor Law.
- Enhanced teamwork skills while collaborating with a team through classify data and check accuracy about the answers.
- Developed strong written skills through correcting wrong answers.

UNION OF COMMERCIAL LAW FACULTY - ULAW

April 2022 - December 2025

Head of content in the Faculty of Commercial Law

- Demonstrated strong communication skills through writing emails and cold calling donors.
- Enhanced professional skills through serving as organizers of law-related academic programs, ensuring students' understanding of legal knowledge.
- Improved document editing skills by mastering the documents and content necessary for the organization.
- Demonstrated strong time management abilities by creating a timeline for events to be held and taking ownership in tracking the program timeline.
- Improved legal professional skills by participating in the main content writing for law-related academic programs.