



CAO QUOC DUNG

Legal Intern

Dob: 26/06/2003

Phone: 0905873437

Email: dungcu1523@gmail.com

Address: District 9, Ho Chi Minh City

OBJECTIVE

Seeking a Legal Intern position to leverage a strong academic foundation and work ethic. Committed to developing practical expertise in legal research, analysis, and drafting, while actively supporting the legal team's compliance and risk management initiatives. Long-term goal is to evolve into a Legal Officer ensuring regulatory adherence and contributing to optimal business operations. Basic proficiency in Chinese and English.

EDUCATION

2021 - 2025	HCMC University of Technology (Trường Đại Học Công Nghệ TP.HCM) Bachelor of Laws
-------------	---

WORK EXPERIENCE

2/2025 - 6/2025	The High People's Court of Ho Chi Minh City Legal Intern, Administration and Judiciary Department <ul style="list-style-type: none">Drafted and reviewed legal documents, including petitions, minutes, and reports, ensuring strict compliance with legal regulations under the guidance of senior staff.Supported administrative functions, including the reception, organization, classification, and secure archiving of official case files as per institutional procedures.Facilitated public liaison activities by assisting in the processing and resolution of citizen complaints and denunciations.
-----------------	--

CERTIFICATIONS

2025 - present	MICROSOFT OFFICE SPECIALIST
2025 - 2027	TOEIC 480 (listen score: 335/495)

ACTIVITIES

1/10/2025	Attended the Talkshow: "What Lawyers Say?" to gain practical insights into legal practice, litigation strategies, and ethical challenges in the profession.
13/4/2024	Attended the Legal Seminar: "Key Amendments to the Law on Credit Institutions 2024 and Implementation Mechanisms."

SKILLS

Legal Skills	Legal Drafting: Proficient in drafting formal legal documents ensuring adherence to procedural laws. Case Management & Archiving: Experienced in organizing, classifying, and maintaining confidential case files according to institutional standards. Legal Research: Ability to quickly research and synthesize legal provisions, precedents, and official guidelines. AI Application in Legal Research & Analysis: Skilled in developing effective AI prompts to optimize research outcomes and support the drafting of preliminary legal texts.
Soft Skills	Organizational & Time Management: Proven ability to manage high volumes of documents, prioritize tasks, and meet strict judicial deadlines. Teamwork & Collaboration: Effectively collaborated with legal officers and administrative staff to ensure the smooth flow of departmental operations.