

CONTACT

Phone: +84 935110046
Email: aoht.kimthoa09@gmail.com

Address: 804/8/4 Le Trong Tan Street, Binh Hung Hoa Ward, Binh Tan District. Ho Chi Minh City

- PROFESSIONAL EXPERIENCE
- Cholimex Food JSC (Legal Assistant Intern)

(August 2024 – December 2024)

 - Assisted in reviewing and analyzing commercial contracts for compliance with Vietnamese and international legal frameworks.
 - Conducted legal research on trade regulations, intellectual property rights, and dispute resolution mechanisms.
 - Drafted legal documents, including contract amendments and compliance reports.
 - Collaborated with the legal team to resolve contract-related issues and ensure regulatory adherence.

Civil Judgment Enforcement Agency of District 3 (Legal Assistant Intern)

(October 1st, 2023 – December 12th, 2023)

 - Collect and organize enforcement records according to agency and power of authority to ensure document accuracy.
 - Prepare administrative documents for the agency
 - Collect receipt vouchers and billings to analyze and oversee general.

Global Program on Innovation And Entrepreneurship [Tsing Hua University] (Leader of Project: Artificial Intelligence In Legal Sector)

(October 1st, 2023 – December 12th, 2023)

 - Identify key legal challenges AI will address (e.g., contract review, legal research, compliance monitoring)
 - Outline key arguments and collect data relevant to the report. Assign tasks to team members. Review assigned ideas and data
 - Prepare a PowerPoint presentation for the presentation

CERTIFICATES

Introduction to International Criminal Law – Case Western Reserve University (10/2022)	A Glimpse Of Chinese Culture From A Comparative Perspective (Xi’An JiaoTong University August 8th, 2023)
Introduction to Key Constitutional Concepts and Supreme Court Cases – University of Pennsylvania (10/2022)	IELTS 6 HSK 4

- EDUCATION
- Ho Chi Minh City University of Foreign Languages
Information Technology (HUFLIT)

2021–2025

 - Organizing and planning to manage projects and activities of the group.
 - Experienced in serving as the secretary of the union.
 - Performing well in academic studies, quick to grasp new knowledge.