



PHAN LE BAO NGOC

LEGAL INTERN

CONTACT

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- Thu Duc, Ho Chi Minh

EDUCATION

- HCM University of Law 2021- present
 - Major: Law
 - GPA: 3.0

CERTIFICATION

- TOEIC 860

HARD SKILLS

- Microsoft Office proficiency
- Legal reasoning
- Drafting administrative documents
- Research, analyze and update legal documents
- Legal document review and verification
- Ability to draft legal articles

SOFT SKILLS

- Communication
- Teamwork
- Detail-oriented
- Time management
- Problem - solving



OBJECTIVES

- Short-term objectives: To gain practical experience and deepen my legal knowledge.
- Long-term objectives: To enhance my professional qualifications, advance to a Legal Specialist position in the next 5 years, and make a significant contribution to the company.



WORK EXPERIENCE

People's Court of Thu Duc City 9/2024 - 12/2024
Legal intern

- Communication with stakeholders: Contact lawyers, government agencies, and relevant individuals to exchange information and provide necessary documents.
- Receiving documents from individuals, organizations, lawyers, and relevant authorities.
- Track case progress and manage records: Enter information into the records system, monitor processing progress, archive and organize documents in compliance with regulations.

Cuong Minh Law firm 3/2024 - 9/2024
Legal intern

- Systematize and classify documents: Classify and organize documents by legal field for storage purposes, optimizing the process of document retrieval.
- Analyze and propose legal opinions: Conduct research on relevant case files and documents, provide legal opinions based on legal regulations, and assist lawyers in resolving cases.
- Liaise with government authorities: Carry out legal procedures related to submitting files to the court and other necessary administrative procedures during the case resolution process.



ACTIVITIES

International Conference "Sustainable Development of the Mekong subregion" 5/2024

- Co-author of the paper "Renewable energy development in the Mekong subregion: Challenges and Solutions".

Faculty of Criminal Law 4/2022 - 10/2022

- Collaborator