

# TRAN UYEN NHI

LEGAL INTERN

0913 118 472 • nhiuyentran.work@gmail.com

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## OBJECTIVE

Final-year law student at the University of Economics Ho Chi Minh City with practical experience in legal research and supporting advisers. Fluent in English and proficient in Microsoft Office, with a strong ability to work under pressure and meet deadlines. Enthusiastic about contributing to a dynamic environment and furthering my legal expertise in a professional setting.

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## EDUCATION

University of Economics Ho Chi Minh City

August 2021 - Present

- Final-year Student
- Major: International Business Law
- Cumulative GPA : **3.7/4.0**

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## WORK EXPERIENCE

D.P.T Law Firm

July 2024 - October 2024

Legal Intern

- Conduct legal researches on various legal fields.
- Prepare and review legal documents and forms.
- Keep track and write short legal updates in various legal fields.
- Maintain and manage legal documents, licenses, and contracts in an organized manner.
- Work with competent state authorities during administrative processes.
- Translate legal documents from Vietnamese to English and vice versa.

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## SKILLS

- Learning agility.
- Legal research and analysis.
- Communication skill.
- Detail-oriented and organized.
- Teamwork skill.
- Multi-tasking skill.

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## ACHIEVEMENTS

- Achieved the Academic Topic Award UEH500 2023 with the research on "Strikes in Foreign-Invested Enterprises".
- Achieved Silver Prize in Lawyer - Client Category in V-MED 2024.

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## CERTIFICATES

- Language Certificate: **IELTS 7.0** (2021)
- Informatics Certificate: IC3 (2023)
- **Legal English** Course Certificate issued by Short-term Training Center - Ho Chi Minh University of Law (2024)