



CHAU THUY NGOC QUY

LEGAL INTERN



0988930849



rachelq0910@gmail.com



<https://www.linkedin.com/in/quy-chau-59208527b>

EDUCATION

Bachelor of Law

Ho Chi Minh City University of Law 2019 – 2023

- Major: International Law
- Rank: Good

EXPERTISE

- Interpersonal Skill
- Critical Thinking
- Collaboration
- Communication Skill
- Public-speaking Skill
- Reviewing contracts
- Negotiation Skill

CERTIFICATIONS

- TOEIC
- Office Information Technology Certificate
- Ulaw Environment Designer 2022
- Designer 2019 at Hutech

LANGUAGE

English

- Speaking in daily conversation
- Proficient in reading, writing

OBJECTIVE

- Accumulate experience through learning, observation, and engage with the actual work environment in the enterprise.
- Consolidate and enhance my professional knowledge, expand my field of understanding.
- Perform excellently in assigned tasks, contribute to the utmost of my abilities for the development of the enterprise, and become an official employee.

WORK EXPERIENCE

Mobile World Investment Corporation (MWG) 2022 – 2023

HR Intern – Internal Salary Department

- Classify employee documents for family circumstance-based reduction registration;
- Input information of eligible employees for welfare regime;
- Contact employees to provide assistance and advice on procedures for social insurance benefits.

MTon VietNam Law Firm

Apr, 2023 – Jan, 2024

Legal Officer

- Acceptance of public administrative procedures;
- Educate clients on relevant paperwork and expertise;
- Check and review records to make sure everything goes smoothly;
- Internal communication and partner implementation of the accepted work;
- Work with state agencies, consulates to handle the application.

ACTIVITIES

Drama and Singing Club – Ilaw by Night

Member

Perform plays for annual activities, legal talks, and scientific research conferences both within and outside the school.

Charity Group – Fly To Sky

Member

Take part in the group's activities, donate books, scrap materials, clothing, etc., to raise funds to support disadvantaged individuals....