



TRAN LE NA

LEGAL INTERN

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OBJECTIVE

As a final-year Business Administration & Law major student, I have a solid foundation in legal knowledge combined with management skills that can support legal work in a business environment. I am proactive, responsible, and always eager to learn to enhance my abilities. My goal is to gain practical experience, work efficiently, and contribute to the company's development.

EDUCATION

HO CHI MINH CITY UNIVERSITY OF LAW (ULAW)

2020 - 2025

- Major: Advanced Business Administration & Law
- GPA: 8.14/10
- Achievement: Academic Excellence Scholarship, Semester 1, 2021-2022

RESEARCH HIGHLIGHTS

- Published: **"Practical Implementation of Legal Frameworks for the Carbon Credit Market Globally and Recommendations for Enhancing Vietnam's Legal System"**, Students' Journal of Legal Sciences of ULAW.
- Team Leader of the research project **"Special Procedural Investigation Measures: Comparative Analysis and Insights for Vietnam"**, awarded Consolation Prize - Excellent Classification, Criminal Law Faculty of ULAW.

ADDITIONAL COURSES

- Essential Knowledge on Child Victims and Witnesses in Criminal Proceedings | Ministry of Justice & UNICEF.
- Integrating Gender Equality Issues in the Development of Legal Normative Documents, Legal Dissemination and Education, and Prevention of Gender-Based Violence | Ministry of Justice, UNICEF & UNFPA.

WORK EXPERIENCE

INTER LAW COMPANY | LEGAL INTERN | DISTRICT 1, HCMC, VIETNAM

Jun 2023 - Dec 2023

- Assist in drafting, reviewing, and verifying the legal compliance of contracts and documents under guidance, ensuring adherence to legal regulations.
- Support departments in understanding and applying legal provisions relevant to the company's operations.
- Research, update, and systematize legal documents to support legal consulting and risk management.

TOMOHOUSE BILINGUAL KINDERGARTEN ENROLLMENT CONSULTANT | PHU NHUAN, HCMC, VIETNAM

Jun 2022 - Dec 2022

- Search for and attract students through online channels and social media.
- Draft bilingual content and conduct small marketing campaigns.
- Consult on enrollment, and support event organization for admissions and trial classes.

SKILLS

- Language: IELTS 7.5 - Proficient in listening, speaking, reading, and writing in English.
- Computer: MS Office - Proficient in Word, PowerPoint, Excel, Google Workspace apps.
- Graphic Design: Proficient in Canva, including image editing, logo creation, presentations, and product visuals.

EXTRACURRICULAR ACTIVITIES

ADVANCED PROGRAMS OF ULAW | MEDIA TEAM ENGLISH CLUB OF ULAW | MEDIA TEAM

Dec 2020 - Jul 2023

- Develop and refine bilingual content on legal topics and communication materials to ensure clarity and accuracy.
- Plan, promote, and organize events, seminars, and academic competitions to engage students in legal discussions.
- Collaborate with team members and relevant organizations to enhance work efficiency and promote legal awareness initiatives for students.

VIETNAM BUSINESS INNOVATION CHALLENGE | FULLBRIGHT UNIVERSITY & OLYMPIA INTERNATIONAL SCHOOLS

Jan 2024 - May 2024

- Develop and edit bilingual content on innovation and sustainable business, manage social media accounts (Facebook, Instagram, Website), and engage with the community.
- Participate in planning and implementing communication strategies to raise awareness of sustainable business models and the competition's impact.
- Monitor and evaluate the effectiveness of communication campaigns, generate reports, and propose development recommendations.

FLY TO SKY CHARITY GROUP

Jul 2021 - Aug 2021

- Participate in organizing and carrying out charity events and fundraising activities to support the community in HCMC during the COVID-19 pandemic.

HOBBIES

- Enjoy listening to Pop music for relaxation and inspiration.
- Love reading books across various genres to expand knowledge and explore diverse perspectives.
- Practice yoga regularly to maintain physical health and mental clarity.