



CONTACT ME

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📍 Ho Chi Minh, Vietnam

EDUCATION

LAWYER TRAINING PROGRAM - THE JUDICIAL ACADEMY HO CHI MINH CITY

Present

UNIVERSITY OF ECONOMICS AND LAW - VIETNAM NATIONAL UNIVERSITY HO CHI MINH CITY

Bachelor of Law - Major: Financing
and Banking Law

Graduated with GPA: 7.2/10

SKILLS

Foreign Language:

English : TOEIC 4 Skills

- Speaking - Writing Certificate
- Listening - Reading Certificate

Computer Office:

Word, Excel, Powerpoint, Outlook

Other Skills:

- Legal Writing
- Customer Risk Assessment & Profiling
- Legal Research and Advice
- Documents Drafting & Review
- Report Preparation & Submission
- Time Management & Multitasking

Tran Thi My Hoa

Legal Specialist

OBJECTIVE

With almost three years of diverse experience in both law firms and government agencies, I am seeking to contribute my skills as a **Legal Specialist** in a dynamic and forward-thinking organization. I specialize in analyzing and optimizing compliance frameworks to ensure adherence to regulatory requirements while improving operational efficiency. My expertise includes assessing customer risk profiles, identifying and addressing compliance risks, and ensuring alignment with internal policies and legal standards. I am driven by a commitment to innovation, responsibility, and proactive problem-solving, and I aim to support organizational success through strategic legal guidance and meticulous compliance management.

WORK EXPERIENCE

Paralegal/ Legal Assistant

11/2023 - 10/2024

MAP CONSULTING COMPANY LIMITED

- Carried out financial proof and source of funds for individuals, and provided legal financial consulting services to support clients' immigration investment processes;
- Contributed to client advisory services, including risk mitigation strategies and compliance recommendations for corporate activities;
- Drafted, reviewed, and translated legal documents: Maintained high accuracy and compliance with legal standards for all documentation;
- Supported client risk analysis by assessing documentation and identifying potential legal and financial risks in transactions;
- Worked directly with U.S. legal teams on client cases: Facilitated communication and collaboration across different legal jurisdictions;
- Monitored and reported on project progress to ensure timely completion within budget, under the direction of the management;
- Regularly updated team members on new legal regulations: Ensured the company's internal policies remained compliant with current laws.

Legal Assistant

11/2022 - 9/2023

ACC LAW FIRM

- Carried out procedures for applying licenses and other related state processes for businesses;
- Supported the development of corporate regulations and policies for clients, ensuring legal compliance;
- Assisted clients in drafting and revising administrative and licensing procedures to meet regulatory standards;
- Collaborated with partner companies' Legal Departments to prepare effective legal documentation;
- Conducted research, provided analysis, and offered legal advice on various corporate matters;
- Represented businesses in negotiations and communications with relevant State Agencies.

Legal Intern

11/2021 - 1/2022

Department of Justice - Phu Yen Province

- Organized and reported documents to the Legal Aid Department in the field of Lawyers;
- Supported consultants in managing all kinds of records, while observing and learning skills related to legal aid consulting;
- Assisted with updating the list of judicial records, ensuring accurate archiving and management of records with assigned numbers.