



# NGUYEN NGOC TU ANH

## LEGAL INTERN

### CONTACT

- 070 866 1461
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- Go Vap District, Ho Chi Minh city

### EDUCATION

- Ho Chi Minh City University of Law**  
(10/2021 - Present)
- Senior student majoring in Criminal Law, passionate about Commercial Law and Civil Law.
  - Latest semester GPA: 3.3/4.0.

### SKILLS

- English Proficiency:**  
Scored 945 on a TOEIC practice test at university (September 2024).
- Office IT Skills:**  
Proficient in Word, Excel, PowerPoint, and Teams.
- Research and Information Analysis:**  
Effectively gathers information from reliable sources, including the internet, libraries, and databases. Evaluates and analyzes sources to ensure accuracy and reliability.
- Writing Skills:**  
Strong content drafting ability.
- Work Under Pressure:**  
Prioritizes tasks to ensure timely completion of important assignments.
- Teamwork:**  
Understands and respects team members, listens actively, and considers different perspectives.
- Time Management:**  
Uses tools like Google Calendar and Todoist for efficient task tracking and scheduling.



### OBJECTIVE

With a disciplined and responsible mindset, along with strong communication skills, I have gained valuable knowledge and experience through law firm internships and academic studies. Committed to continuous learning, I actively seek the highest value with unwavering determination. My long-term goal is to develop into an experienced legal expert.



### WORK EXPERIENCE

- People's Court of Phu Nhuan District** 8/2024 - 11/2024  
**Legal Intern**
- Assisted clerks in drafting over 40 judgments, decisions, court records, and documents related to Law on Marriage and Family, Civil Law, and Criminal Law.
  - Researched laws relevant to various cases.
  - Organized and maintained client files logically and neatly.
- Phung Viet Law Firm** 11/2023 - 3/2024  
**Legal Intern**
- Researched legal information to support lawyers.
  - Assisted lawyers in preparing litigation or legal consultation documents related to Land Law and Civil Law.
  - Maintained and organized client files systematically.
  - Performed other tasks as assigned by lawyers.
- People's Court of District 1** 6/2023 - 11/2023  
**Legal Intern**
- Typed and processed legal documents related to Civil Law, Criminal Law, Administrative Law, and Civil Procedure Law accurately and efficiently.
  - Organized and maintained legal documents properly.
  - Assisted court clerks with additional tasks as required.



### ACTIVITIES

- Member - Clinical Legal Education Club (CLEHCMULAW)** 3/2023 - Present
- Organized legal awareness programs and mock trials for nearly 100 participants in Ho Chi Minh City, Thu Duc, and Binh Duong.
  - Drafted mock trial content for CLEHCMULAW's official page.



### ACHIEVEMENTS

- 2022:**  
Top 20 finalist in the "B4S - Branding for Success 2022" competition, organized by the Business Administration Faculty of Ho Chi Minh City University of Law.
- 2023:**  
Academic Excellence Scholarship (Semester II, 2022-2023).  
Research paper on "Human Trafficking Under 16 Years Old: Comparative Study and Lessons for Vietnam" rated as Excellent in university-level assessment.
- 2024:**  
"Five-Good Student" award in the Criminal Law Faculty (2023-2024).  
Top 12 finalist in the "Model United Nations Conference" organized by the International Law Faculty of Ho Chi Minh City University of Law.