

NGUYỄN VÕ XUÂN NHỊ

Interns

OBJECTIVE

A student of advanced knowledge in jurisprudence and critical thinking mindset. Looking for the legal intern position in the Company to dedicate to the progress of the organization in conjunction with sharpening personal skill set



TRUNG SON RESIDENCE, HCM CITY



NGUYENVOXUANNHI@GMAIL.COM



079-499-1919

EDUCATION

Open University Ho Chi Minh City

---2016-2020---

Jurisprudence

SKILLS

- TEAMWORKING
- INTERPERSONAL SKILL
- MULTI-TASKING
- PROACTIVE ATTITUDE
- PROFICIENT IN MICROSOFT OFFICE

EXTRACURRICULAR

- "Public communication" course
- Adversarial civil law conference
- Business start-up workshop

EXPERIENCE

Legal Intern -LE NGUYEN LAW FIRM LTD.,

- Investigate enterprise's business license, the list of investment restrictions
- Advise business entities to ensure compliance with legal and contractual obligations.
- Additional administrative responsibilities

Legal Intern - THE PEOPLE'S TRIBUNAL DISTRICT 10

- Help define, create and edit legal documents
- Assist with case organization and research
- Prepare motions and other written documents

Waitress -THE COFFEE HOUSE

- Taking customer orders and delivering food and beverages
- Collect payments from customers.

Temporary Sales Assistant

- Stock intake, stock replenishment
- Arrange window display
- Process payment

MAY-SEP
2019

MAY - SEP
2018

MAY 2018
FEB 2019

JAN-FEB
2017