

NGUYEN THI PHUONG THAO

Legal Manager | Corporate Lawyer

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CAREER HIGHLIGHTS

Promoted **2 times in 01 year**, reflecting strong performance, adaptability and leadership potential in a fast-paced legal and business environment:

- Self-motivated and proactive, fast personal growth from independent execution to strong management capability, managing a team of **8 members**
- Provided legal advisory to over **08 businesses** across various industries
- Expertise in regulatory contract negotiations, managing complex legal matters and representing clients in litigation

PROFESSIONAL SUMMARY

Accomplished legal professional with **over 7 years of experience** specializing in legal consulting, internal compliance, and dispute resolution within the telecommunications, data center, cloud computing, information technology, and service distribution sectors. Proven track record of providing strategic legal solutions, optimizing legal processes, and contributing to business growth. Seeking to leverage business acumen and legal expertise in an in-house legal role to protect company interests and support commercial success.

PROFESSIONAL EXPERIENCE

LEGAL MANAGER | 2021 – 2024 |

FPT INTERNATIONAL TELECOM CO.,LTD | Telecommunications and Information Technology |

KEY RESPONSIBILITIES:

- Led the legal department in advising internal stakeholders on corporate, commercial, labor, tax, data protection, and other legal matters, ensuring compliance with relevant regulations.
- Provided strategic legal guidance on regulatory requirements and licensing for business operations and service offerings.
- Drafted, reviewed, and negotiated contracts and agreements with both local and international entities, ensuring alignment with company interests.
- Represented the company in litigation and arbitration proceedings, successfully managing dispute resolution and bad debt recovery.
- Designed and implemented internal compliance programs and procedures to ensure adherence to applicable laws and internal policies.

KEY ACHIEVEMENTS:

- Developed and optimized cross-functional workflows between legal and other departments, shortening contract turnaround time to **same-day and 01 day for 80% of cases** – a **50% improvement from the previous process**
- Led the legal department in reviewing, negotiating and finalizing **over 5,000 contracts, 100 template contracts** annually and **creating a legal template library**.

- Successfully resolved **90% of disputes**, recovering significant amounts in bad debts through legal strategies.
 - Improved internal compliance awareness through legal training programs for staff, fostering a culture of compliance within the organization.
 - Played a pivotal role in the successful operation and management of the legal department, aligning legal strategies with the company's business goals.
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LEGAL SPECIALIST | 2020 – 2021 |

TRUNG NAM CONSTRUCTION INVESTMENT JOINT STOCK COMPANY | *Energy, Infrastructure, and Construction* |

KEY RESPONSIBILITIES:

- Drafted and reviewed contracts, MOUs, NDAs, and various legal documents for the company, both locally and internationally.
- Provided legal advice to internal stakeholders on day-to-day legal matters, ensuring alignment with current laws and regulations.
- Coordinated with other departments and external consultants to navigate mergers and acquisitions and business operations.

KEY ACHIEVEMENTS:

- Standardized contract templates across the company, streamlining legal processes and ensuring consistency in agreements.
 - Successfully adjusted business licenses for multiple subsidiaries, ensuring compliance with regulatory requirements.
 - Recovered outstanding debts and official fees from relevant authorities, improving financial efficiency.
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LEGAL SPECIALIST | 2016 – 2020 |

DUY NGUYEN LAW FIRM | *Commercial, Civil, and Criminal Litigation*

KEY RESPONSIBILITIES:

- Represented clients in civil, commercial, and administrative disputes, ensuring effective litigation and dispute resolution.
- Provided ongoing legal advice and services to over 5 businesses in various industries, including manufacturing, distribution, and services.
- Managed legal procedures related to business registration, including capital increases, foreign investments, and other corporate governance matters.

KEY ACHIEVEMENTS:

- Developed and finalized legal documentation for clients, ensuring full compliance with the law and successful business operations.
- Successfully defended the legal rights of both individual and corporate clients, resulting in favorable outcomes in litigation matters.

EDUCATION

- **Bachelor of Civil Law** | *University of Law, Ho Chi Minh City* **2012 – 2016**
- **Lawyer Training Certificate** | *Judicial Academy* **2017 – 2020**
- **Certificate in Tax Law and Accounting Consulting** | *Tax Law Business Academy.* **2021 – 2022**
- **MiniMBA Certificate** | *FSB Business Administration Institute, FPT University* **2023 – 2024**