



# LE NGO HOANG DINH

ADMIN INTERN

Support admin works to ensure the operation of the Company

## Skills

Microsoft Office	● ● ● ● ●
Time management	● ● ● ● ●
Interpersonal Skills	● ● ● ● ●
Problem Solving	● ● ● ● ●

## Contact



dinh-le-ngo-a47a011a8/



Pham Hung Street, Binh Chanh District, Ho Chi Minh City

## Education History

### HO CHI MINH CITY UNIVERSITY OF LAW

- Bachelor of Legal English, 2022
- Learn basic knowledge of various fields of law in both English and Vietnamese
- Participate in workshops to improve translating and interpreting skills

## Work Experience

### TEACHING ASSISTANT

**VUS -2020-2022**

- Class management
- Time management
- Working with foreign speakers in a professional environment
- Solving and reporting problems in class

## Achievement

- Top 50 GCI (Global Competitiveness Index) by Today's Voice Contest 2015 - THE CREATION