

NGUYEN ANH QUAN

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EDUCATION

10/2021 – Now
Hanoi

Foreign Trade University
Bachelor of International Business Law

- Accumulated GPA: 3.57/4.0
- Bachelor of International Business**
- Accumulated GPA: 3.53/4.0
- Awarded the title “Student of 5 Merits 2023”
- Granted 01 scholarships for students with excellent academic performance
- Won the consolation prize in the Students’ Scientific Research Competition 2024 of the Law faculty
- Won the third prize in the Law Ambassador Competition 2023 of the Law faculty

WORKING EXPERIENCE

07/2024 – 08/2024

Bui Dinh Ung Law Office

Legal intern

- Do research on documents and case files that the office has participated
- Study the counseling skills and legal reasoning of lawyers
- Assist in researching and analyzing legal issues from books, reports, legal documents, ...
- Draft simple legal documents

EXTRACURRICULAR ACTIVITIES

11/2021 – 8/2023

Student Association of Foreign Trade University

Collaborator of the External Affairs Department – Deputy Head of External Affairs Department

- Searched and negotiated, signed sponsorship contracts with businesses
- Developed sponsorship documents and sponsorship invitation plans for programs where I was the leader:
 - Leader of the External Affairs Team for “Green Summer 2023”: 04 Gold Sponsors, 1 Broze Sponsors
 - Recognized for positive contributions in the “Foreign Trade Charm - Beauty & Charm 2022” contest and Foreign Trade Charm - Beauty & Charm 2023” contest
- Organized internal events of the Student Association

SKILLS & CERTIFICATES

6.5 IELTS

Microsoft Office Specialist (MOS) Word Certificate

Microsoft Office Specialist (MOS) Excel Certificate