

# 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

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## 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

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## 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

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## SKILLS & CERTIFICATES

6.5 IELTS

Microsoft Office Specialist (MOS) Word Certificate

Microsoft Office Specialist (MOS) Excel Certificate