



NGUYEN NGOC TRA MY

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SUMMARY

I'm a final-year law student, expected to graduate in August 2025, with hands-on internship experience supporting legal teams in corporate, intellectual property, and judicial settings. I am proficient in legal research, drafting contracts and official documents, managing case files, and liaising with regulatory authorities. Detail-oriented and highly organized, committed to delivering accurate and timely assistance to lawyers. Seeking to leverage these skills to contribute effectively in a professional law firm environment and further develop practical legal expertise.

EDUCATION

- Bachelor in Law** Sep 2021 – Aug 2025
Ho Chi Minh City University of Law
Major: Civil – Commercial – International Law (advanced program)
GPA: 3.3/4.0
- Contract management training for M&A share transfer transactions - VCCI** March 2025

WORK EXPERIENCE

- APOLAT LEGAL CO., LTD | Legal Intern | Investment team** March 2025 - June 2025
- Researched and summarized legal regulations on foreign investment for client projects in the food and beverage services industry, recycled plastic materials, and general commercial business, etc. ensuring compliance with Vietnam's Law on Enterprises.
 - Translated a variety of legal documents (contracts, licenses, agreements) between English and Vietnamese, ensuring precise legal terminology.
 - Prepared critical client documents including service agreements, quarterly reports, and official correspondence with government agencies, all approved without revision.
- ALIAT LEGAL CO., LTD | Legal Intern | Intellectual Property team** May 2024 – Nov 2024
- Conducted initial trademark searches for client applications across various industries, identifying potential registration risks per case.
 - Supported lawyers in IP research by summarizing legal provisions from Vietnam's IP Law to assess potential infringements against clients' trademarks.
 - Provided administrative support to the team lead, including drafting client correspondence, and managing filings of official and certification documents.
 - Coordinated submissions and communications with the Intellectual Property Office, ensuring all extension requests, supplemental documents, and opinion statements were properly filed.
- PEOPLE'S COURT DISTRICT 1 HO CHI MINH CITY** Mar 2023 - Jan 2024
- Supported the judge by drafting and organizing court documents, coordinating hearing schedules, reviewing case files for accuracy, and ensuring timely filing and distribution of legal paperwork to facilitate smooth court proceedings.
 - Conducted legal research on case files and provided relevant legal regulations to assist the judge in decision-making.

PUBLICATION

- **Graduation thesis** on the topic *"Acquisition of shares and capital contributions by foreign investors in Vietnamese Enterprises"*
- The **Article** of **Commercial Law** with the topic on *"Sanctions for compensation for damages due to violations in commercial contracts in the Commercial Law 2005 vs. Civil Code 2015"*.
- **Consolation Prize Scientific Research** 2024 in Commercial Law with the topic on *"Personal Data Protection (PDP) in e-commerce"*
- **Third Prize Scientific Research** 2023 in Criminal Law with a topic on *"Crime prevention through educational measures"*

HONORS AND AWARDS

First Prize – Academic competition "Legal Paths", Ho Chi Minh City University of Banking - June 2024

SKILLS

Languages: English - Proficiently

Hard skill: Microsoft Office and GG Workspace, Legal research and analysis, Drafting and reviewing legal documents, Case file management

Soft skill: Communication, Teamwork and Problem-Solving, Time management