



ABOUT ME

- I'm a dynamic, enthusiastic person who is always ready to learn new things, and I desire to work in the legal profession.
- Within the next 3 months, I will be completing the work of a legal trainee.
- In the next six months – one year, I can become an official legal employee of the company.

SKILL

- Good at teamwork and quick adaptation.
- Organizing and planning skills.
- Good presentation skills.
- Good at Canva and Powerpoint design skills.

EDUCATION

Ho Chi Minh City University of Law

2021 - Now

- Civil - Commercial - International Law
- GPA: 3.2/4.0

WORK EXPERIENCE

People's Court District 1 Ho Chi Minh City

Legal intern

6/2023 – 01/2024

- Have deep access to case files, particularly those related to business and commerce.
- Perform tasks such as making records in a lawsuit, participating in serving documents, and welcoming parties in the lawsuit.
- Research case files and present arguments and solutions from the evidence for the instructor to consider.

CERTIFICATIONS

- MOS Word 1000/1000, MOS Excel 906/1000 2023
- English - EF Set certification - level B2 2023
- Certification of Writing Email 2023

PROJECTS

- Business Analyst with MS Excel *(detail in Portfolio)*
Project: *US Store Analyst*
- Business Intelligence with MS Power BI *(detail in Portfolio)*
Project: *SuperStore Analysis with basic DAX*

HONORS & AWARDS

- Top 12 city-level academic competitions "Crack the case - Legal thinking" 2024
- Third prize for scientific research – Criminal law Faculty 2023
- Student of 5 merits 2023

ACTIVITIES

- “New piece” volunteer campaign 5/2023

Members of media

Create media publications and actively share media articles throughout the campaign.

- “Green Hat Journey” volunteer program 12/2022

Deputy Head of Logistics

The logistics deputy supports the section leader, directs members to perform work, prepares essential materials and tools, and manages expenses to serve the common interests of the entire team.