



BUI THI NGOC HAN

Personality

ENFP - The Campaigner

Strength

Sociable
Enthusiasm

Weakness

Emotive
Talkative

Skill

Teamwork and collaboration
Adaptability
Conflict resolution

Language

Vietnamese: Native
English: Good
Chinese: Good

Current volunteer activity

Bung Sang Blind Shelter

Volunteer at English class

ILA Community Network

Support events (Ad-hoc duties)

Translators without borders

Translator

TED translators

Translator

Contact Information

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“Education is the most powerful weapon which you can use to change the world”

- Nelson Mandela -

EDUCATION

Bachelor of Law - HCMC University of Law (2012 - 2016)
International Law

Bachelor of Arts - Vietnam National University - Ho Chi Minh City, University of Social Sciences and Humanities (2017 - 2019)
Chinese Linguistics and Literature

VOLUNTEERING/SOCIAL EXPERIENCE

Ho Chi Minh City Student Cultural House - Life Skill Club (2013 - 2015)
2013: Positive member
2014 - 2015: Vice president
2016: Advisor of Executive Board

UNESCO-CEP - Logistics Team (2013 - 2014)
“Green Tour” project
Green day for city
Contest: Bus - Why not?
“Today voice” project

Vietnamese Student's Association of HCMC University of Law - (2012 - 2016)
Collaborator

Member of Moot Court Club - HCMC University of Law (2012 - 2015)
The seventh Court
Duet with soldiers
Law Student in Court

The Youth Culture House of HCMC
English Camp 2016

Green Bamboo Warm Shelter (2019)
Volunteer at English class

WORKING EXPERIENCE

Legal & Leasing Officer, ILA Vietnam Ltd. Co., Ho Chi Minh city

2017 - Present

- Prepare reports to local authorities: DPI, DOET, DOLISA, Immigration police
- Prepare applications to DPI and DOET for company legal licenses. Follow up with them for the issuance dates. Report and ask for advice from manager in case problems occur
- Prepare letters and documents for local authorities as instructed and get approval from manager before sending out
- Filing documents systematically (visit minutes, dossiers, letters from authorities, correspondences)
- Keep the company stamp and do the stamping as per company LOA

Part time translator & transcriber

2019 - Present

- Provide high-quality translation/transcription (Vietnamese/Chinese/English)