



# PHAM THI THANH LUYEN

**Administrative Manager**

## CONTACT

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## EDUCATION

🎓 **Foreign Trade University**

Bachelor of International Economics |  
2007 - 2010

🎓 **Hanoi University of Technology**

Bachelor of Foreign Languages | 2000  
- 2005

## LANGUAGE

Vietnamese

English

## INTRODUCTION

Accompanying NHQuang&Associates since 2006, Pham Thi Thanh Luyen is now acting as the Administration Manager of the firm. She takes care for all administrative affairs, team building activities, the filing and library system of the firm. She is also in charge of the internship program of the firm.

In addition to the above, she also translates the firm and clients' documents, reports of researches and projects conducted by the firm and assists lawyers in their research over various areas as well.

Before joining NHQuang, Luyen used to work for Thai Nguyen University of Economics and Business Administration as a staff of International Relations Department where she gained much experience in dealing with international guests, implementing international cooperation projects.

## TRAINING COURSE

- Training course on 5S Practise in Enterprises, 2010
- Training course on Corporate Culture, 2008

## TYPICAL RESEARCH

Participating as project assistant, project officer, data processing specialist in many research projects of the firm; Participating in data collection, field survey in a number of sociological survey projects. Some of the projects engaged include:

- **Survey on Court Administration in Viet Nam**, under the Project “Strengthening Access to Justice and Protection of Rights” (Project 58492), requested by UNDP, steered by the Judicial Reform Secretariat of Judicial Reform Steering Committee, 2011 - 2013
- **Initiatives to Increase Protection of Women’s Land rights in Viet Nam**, under the Project “Empowerment of Women to Claim their Land Rights” (Project 61404), requested by UNDP, 6/2013
- **Access to Justice in Viet Nam from a People’s Perspective - An Updated Survey**, requested by UNDP Vietnam, 2010 - 2011
- **Appointed Counsel in Vietnamese Criminal Law and Practice**, under the Project “Improving capacity of Vietnam Lawyers’ Association”, requested by UNDP, 2010
- **Gender Equality in the Court System and Its Impacts to Human Right Protection**, under the Program of Support to Legal and Judicial Reforms in Vietnam Phase III (JOPSO III), 2008
- **Study of the Methods, Procedures and Criteria for the Dissemination of Court Judgments**, requested by Danish International Development Agency (DANIDA), 2008

## PRACTISING EXPERIENCE

Addressing the firm’s activities in various fields, including management of administrative affairs, library, internship program, translation, and so on. Here are some typical ones:

### Administrative affairs

- Handling incoming, outgoing mails, office stationery, and the like.
- Managing the reception of guests to the firm.
- Organizing annual team building and employee engagement activities.
- Organizing annual health checkup.
- Being in charge of procedures related to compulsory social insurance, in charge of issues related to comprehensive health care insurance package, professional liability insurance.
- Holding internal training on 5S and organizing 5S practising sessions for the firm.
- Organizing and maintaining regular routines of the firm.

### Translation

- Translating documents related to internal operation, transactions, and other activities of the firm.
- Translating clients’ documents drafted, consulted and reviewed by the firm at the request of clients.
- Translating for clients documents of different types (business registration, contracts, brochures, technical manuals, transaction documents, financial statements, legal documents, and so on) in many diverse fields (science, finance, technology, humanitarian activities, medicine, education, environment, and so on).

**Assistant to Partners**

- Advising Partners on a number of internal processes related to administrative affairs.
- Advising Partners on a number of issues related to corporate governance, human resources and human development.

**Archives & Library**

- Performing tasks related to archiving and managing filing system of the firm.
- Ordering books and journals for the library.
- Organizing and manage the library of paper books as well as online library.
- Being in charge of monthly book newsletters.

**Internship program**

- Receiving internship applications.
- Interviewing candidates.
- Arranging schedule, mentor, training and career guidance sessions for interns.
- Managing interns during their entire internships.