

NHAM THI THANH HUYEN

Office Management

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EDUCATION

- Bachelor of Economics, Foreign Trade University, 2005 - 2009
- Bachelor of Foreign Languages, Hanoi University of Technology, 2000 - 2005

MEMBERSHIP

Member of Human Resources Association of Viet Nam (HRA)

LANGUAGE

Vietnamese
English

ACADEMIC ACTIVITY

- Informatics engineering, École des Informatique Techniques de Hanoi, 2004
- General Accounting, Hanoi Institute of Economic Science, 2004

WORK POSITION

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|-----------------|---|
| 2011 - present | Founding member
Viet Pro Consultants Company Limited |
| 2008 - present | Office Manager
NHQuang& Associates |
| 2005 - 2008 | Assistant to Partner
NHQuang& Associates |
| 2004 - 12/2004: | Intern
NHQuang& Associates |

SUMMARY OF EXPERTISE

- Acting as an assistant to the Team Leader, project coordinator, project official, or translator in various technical projects performed by NHQuang&Associates
- Translating almost all types of project documents including TOR, questionnaires, outlines, interim reports, final reports, and relevant documents of the technical projects performed by NHQuang&Associates
- Supporting in data processing and analysis for sociological surveys conducted by the firm
- Translating various types of documents of the firm and clients, including legal documents, contracts, institutional documents, regulations, technical guidelines, handbooks, manuals, by-laws, etc.
- Being responsible for the quality of all translation made within the firm

- Dealing with all human resource-related issues of the firm
- Maintaining communication on all social media channels of the firm
- Supporting the draft of contracts and legal documents of clients

PROJECT ENGAGEMENT

- **Assessment of one-year Implementation of Circular 70/2011/TT-BCA and the Regulations on Coordination** between Vietnam Bar Federation and the Supreme People's Procuracy, JPP and VBF 2013. Project Officer.
- **Survey on Court Administration in Viet Nam**, under the Project "Strengthening Access to Justice and Protection of Rights" (Project 58492) - sponsored by UNDP, steered by the Judicial Reform Secretariat of Judicial Reform Steering Committee, 2011-2013. Data Expert. The survey was based on 4,000 mail questionnaires and over 50 direct interviews with court-related agencies nationwide.
- Project "**Research and Advocacy for Improved Access of Family Members to Pre-trial Detainees**", Swiss FDFA, 12/2012 - 12/2013, in collaboration with CRIGHTS under the Law Faculty of Hanoi National University. Project Officer.
- **Initiatives to Increase Protection of Women's Land rights in Vietnam**, Project "Empowerment of Women to Claim their Land Rights" (Project 61404), UNDP, 6/2013. Project Officer.
- **The Availability of Legal Services for People Living With HIV and Key Populations** - UNDP/UNAIDS Vietnam, 2011 - 2012. Surveyor/Data expert. The project aimed to provide an overall picture about legal services in Vietnam in general and legal services for

people living with HIV in particular; to determine the demand for legal services of people living with HIV and affected communities, and propose and recommend solutions to develop and improve these legal services in Vietnam.

- **Implementation of Administrative Procedures/Regulatory Reform** supported by International Financial Company (IFC), in coordination with the Prime Minister's Task Force for Administrative Procedure Reform established under the Prime Minister's Project 30, 2009 - 2012. Project Officer.
- **Access to Justice in Vietnam from a People's Perspective** - An Updated Survey sponsored by UNDP Vietnam, 2010. Surveyor/Data Expert. This research was based on 1,000 questionnaire interviews with expert, farmer, worker, officer, businessman in 6 provinces of Viet Nam.
- **Appointed Counsel in Vietnamese Criminal Law and Practice** run by Vietnam Lawyers' Association under the support of "Improving capacity of Vietnam Lawyers' Association sponsored by UNDP, 2010. Project Officer. This research was based on 100 in-depth interviews with judges, lawyers, policemen, prosecutors and officers of legal aid offices in 8 provinces of Viet Nam and 2,000 mail questionnaires answered by lawyers nationwide.
- **The Right to Counsel in Vietnamese Criminal Law and Practice** sponsored by UNDP Vietnam, 2009). Project Officer. This research was based on field survey of in-depth interview with judges, lawyers, policemen, prosecutors, and convicted people in 9 provinces of Viet Nam and 2,000 mail questionnaires answered by lawyers nationwide.
- **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. Project Officer. Performing a survey of gender equality inside the court system and its implications to the court users and providing various trainings for the judges nationwide on new accusatory procedures in the hearing, enterprise law and arbitration.

- **Legal framework study for Public - Private Partnership for the Project “Poverty Reduction through Incorporated Support for Small Enterprise Development” - PRISED VIE/05/M01/SID**, sponsored by the Swedish International Development Cooperation Agency (SIDA), 2009. Conduct the study and survey in 4 provinces regarding the model for public - private partnership and related legal issues; Prepare the survey report and participate in training the trainers within the project frame; Support for the completion of training materials and overall report.
- **Study of the Methods, Procedures and Criteria for the Dissemination of Court Judgments in Vietnam**, DANIDA and Supreme People’s Court of Viet Nam. I and the international consultant conducted an overall study of the methods, procedures, and criteria for dissemination of court judgments for recommending measures of judgment dissemination in Vietnam.
- **The Needs of District Court Nationwide**, a survey on all district courts in Vietnam, UNDP. This research was based on field survey of 116 judges at all levels, officers of provincial Communist Party Committees and People’s Committees, Fatherland Front Committees, prosecutors, and policemen in district level in 9 provinces of Viet Nam and 2,000 mail questionnaires to the judges at district level, 2006.
- **Cost Burden Analysis on Administrative Procedures in Commercial Law and Bankruptcy Law**, “Private

Sector Development" Programme, Ministry of
Planning and Investment and EU, 2005.