

NGUYEN HUU DUNG
CERTIFIED PRO TRANSLATOR

12-Year Experience Translator: English <> Vietnamese
Services: Translation, Proofreading/Editing, Localization
36/124 Au Co Street, Tay Ho District, Hanoi, Viet Nam
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LANGUAGE

❖ *Thoroughly familiar with both the culture of the English and that of Vietnamese*

Formal Work Experience

Certified Translator	Freelance (Full-Time)	2006 – Present
English Lecturer	Freelance translator (Part-Time) Hanoi University of Foreign Studies	2004 – 2006
Nidec Servo Viet Nam	Translator and Interpreter	2001 - 2004

FIELDS OF EXPERTISE

Academic	transcripts, diplomas, degrees, reports
Business	articles of incorporation, correspondence, marketing, employee questionnaires
Software and Website Localization	games, video games, casino, printed and online documentation, web sites, manuals, help files, license agreements and packaging
Finance	banking and economic texts, newsletters, annual reports
General	family histories, private correspondence, birth/marriage/death certificates
Legal	contracts, depositions, lease agreements, legal proceedings, divorce decrees
Media	press releases, speeches, newsletters, newspaper articles
Medical	Equipment manuals, instructions, operations, research articles, hospital records, procedure descriptions, insurance claims
Pharmaceutical	package inserts, clinical trial documentation, patient questionnaires
Technical	construction, automotive, equipment user manual...
Telecom	proposals, articles, press releases, catalogs

Tourism and hotel

published guide books, cruise brochures, a stylish corporate hospitality website, spa hotel promotions, guest information, accommodation advertisements, a property growth prospectus, travel articles, art exhibition reviews

EDUCATION

- * B.A. in translation and interpretation (English <>Vietnamese) from Hanoi University 2001
- * B.A. in Business Administration from Vietnam National Economics University 2000

INTERNET ACCESS

High Speed/Broadband Access, standby from 8:00 am until 8:00 pm Viet Nam (GMT +7)

SOFTWARE

SDL Trados 2007, SDLX 2007, SDL Trados Studio 2011, Passolo 2011, Wordfast Pro 6, Microsoft Locstudio, Microsoft Helium, MemoQ, Adobe Acrobat X Pro, Microsoft Office 2007 (Word, Excel, Power Point, Publisher, Visio), ABBY FineReader 11.

SELECTED CLIENTS

❖ Metafrasi Translation Agency - Spain ❖ LocaTran Translations Ltd - China ❖ Technovate INC – Canada ❖ Global Lingo Ltd - England ❖ ZStudio - Czech ❖ SDL Multilingual Solution – Singapore ❖ Cosmic Global Limited - India ❖ U.S. Translation Company - USA ❖ WIP SG Pte. Ltd- Singapore ❖ XpressTranslate – USA ❖ Qtrans – Egypt ❖ Agnew - USA ❖ InnoGlobal – China ❖ Cosmosite – Scotland ❖ ENS – India ❖ Asian Trans World – Canada ❖ Graaf soft – Romania ❖ Techsoup – USA ❖ Sprotec – Spain ❖ BITs – India ❖ Sprotec – Spain ❖ Sprotec – Spain and many more.

TRANSLATION EXPERIENCES

IT and Marketing

- ❖ Security Awareness Training : 10,000 words. English-Vietnamese
- ❖ Localization of Marketing, Websites, Newsletters for HP: 80,000 words. Language pair: English-Vietnamese
- ❖ Localization of Microsoft's online content, multimedia, templates and artwork for the Office 15 project cycle: 300,000 words. Language pair: English-Vietnamese
- ❖ Localization of Absolute software: 14,000 words. Language pair: English-Vietnamese
- ❖ Website localization for Kimberly Clark's: 40,000 words. Language pair: English-Vietnamese
- ❖ Website localization for Marsh Asia: 30,000 words. Language pair: English-Vietnamese
- ❖ Localization of printer software for Datamax-O'Neil: 5,000 words. English-Vietnamese.
- ❖ Website localization for Nord drive systems: 28,000 words. Language pair: English-Vietnamese

Medical and Pharmaceuticals

- ❖ Medical equipment: 80,000 words. Language pair: English-Vietnamese
- ❖ Field Instructions (medical equipment): 40,000 words. Language pair: English-Vietnamese
- ❖ Medical equipment questionnaires: 25,000 words. Language pair: Vietnamese-English
- ❖ Occupational Therapy: 70,000 words. Language pair: English-Vietnamese

- ❖ **Student Medical History: 10,000 words. Language pair: English-Vietnamese**
- ❖ **GE Life Support Systems: 6,000 words Language pair: English-Vietnamese**
- ❖ **Health care insurance: 80,000 words Language pair: English-Vietnamese**
- ❖ **Efficacy and Safety of a Novel Tetravalent Dengue Vaccine in Healthy Children Aged 2 to 14 years in Asia: 30,537 words. Language pair: English-Vietnamese**
- ❖ **Investigator’s Brochure (CYD Dengue Vaccine): 23,000 words. Language pair: English-Vietnamese**
- ❖ **Operating Guidelines (CYD22 Long Term Follow-up): 35,000 words. Language pair: English-Vietnamese**
- ❖ **Japanese encephalitis chimeric virus vaccine (JE-CV): 18,000 words. Language pair: English-Vietnamese**

Other

- ❖ **Casio Cash register: 40,000 words. Language pair: English-Vietnamese.**
- ❖ **Management tools for the small and medium enterprises: 22,000 words. Language pair: Vietnamese - English.**
- ❖ **Fire Alarm Systems by Bosch: 12,000 words. Language pair: English-Vietnamese**
- ❖ **Communications Network: 15,000 words. Language pair: English-Vietnamese**
- ❖ **Electricity documents: 60,000. Language pair: English-Vietnamese**
- ❖ **Golf device: 10,000. Language pair: English-Vietnamese**
- ❖ **Environmental Assessments at Nghi Son Oil Refinery: 20,000 words. Vietnamese-English**
- ❖ **A Guide for Disaster Planning and Recovery (Information Technology): 16,000 words. Language pair: English to Vietnamese**