

JOHNATHAN DO

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FREELANCE TRANSLATOR | PROOFREADER | TRANSCRIBER | LOCALIZATOR

SUMMARY

Be a Vietnamese native speaker, a qualified freelance Vietnamese Translator with over 7 years of experience and a Translation project manager, with extensive experience in working for multinational translation agencies. Fluently in English, Japanese and Korean. Have highly-skills in translation, proofreading, subtitling and transcription. Managing a Vietnamese Translation Team with over 100 top-rated translators who have at least 5 years of experience, excellent skills, and deep knowledge in many translation fields. Hard-working, communicative and willing to learn, pay attention to details, have good problem-solving skill. Have strong communication and networking skills. I feel comfortable working either in teams or individually and I am confident about my multi-skilled, reliable and talented translators with a proven ability to translate written documents from a foreign language into Vietnamese.

CORE COMPETENCIES

• Translation • Proofreading • Editing • Vietnamese • English •
• Korean • Japanese • Chinese • Project Management • Transcription •

TECHNICAL SKILLS

• Microsoft Office • Google Drive • MemoQ • SDL Trados • Subtitle Workshop •
• Subtitle Creator • Adobe PDF • Adobe AI • Adobe Photoshop • Window •

EXPERIENCE

SELF – EMPLOYED, HANOI, VIETNAM

MAR 2013 – PRESENT

Translator | Proofreader | Subtitler | Transcriber | Localizator

- I started working as a freelance translator in 2013, and I have worked for several clients. I have specialized mostly in translation, proofreading, creative writing, transcription, localization (with SEO) for websites and blogs about marketing and ecommerce;
- I have experience in the translation documents in the areas of (but not limited to): Business, Marketing, Legal, Retail, E-commerce, Technics, IT, Software, Academic documents, Birth/Marriage/Death Certificates, Culinary, Surveys, Financial Documents, Miscellaneous, Video Game;
- Translate TV shows/movies/documentaries from Foreign language to Vietnamese. Review and perform quality control of audio, subtitles, dubbing scripts for noted technical issues, production defects, reading speed violation or translation issues in original content.

PTI TRANSLATION COMPANY, HANOI, VIETNAM

OCT 2013 – JAN 2018

Professional Translator and Proofreader

- Responsible for proofreading, editing and publishing articles that are originally written in English and translated into Vietnamese by a pool of translators;

- Worked on a wide range of projects, translated in various fields, but my main focus was legal, software, video game and texts related to E-Commerce;
- Supporting the translation team with urgent translation projects;
- Researched terminology and created terminology records;
- Worked to tight and strict deadlines.

Translation Team Leader

Main Responsibility:

Supporting and developing the potential of the translation team; supervising and managing the team members on all aspects of production.

Other Responsibilities

- Ensuring program collection plan to be up to date; developing key elements of the collection plan;
- Providing daily administrative and workflow oversight for personnel;
- Reviewing translation work by junior translators;
- Performing translation work based on the requirements and team capacity;
- Running a QC on a maximum of 10% of all translations produced by the team in order to identify any areas of weakness for communication and perform training where necessary;
- And more responsibilities.

JNDC TRANSLATION COMPANY, HANOI, VIETNAM

MAR 2018 – PRESENT

Translation Project Manager

- Project Management of any incoming translation and interpretation requests from an extensive client base;
- Engaging directly in client contacts to tackle alternatives for larger projects to ensure high quality and faster turnaround times;
- Liaising with vendors to ensure a good working relationship and ensure high quality of services being obtained from them;
- Coordinating with in-house and freelance translators, proofreader, transcriber;
- Performing quality checks at various stages of process to ensure quality and accuracy;
- Managing project finance/budget.

EDUCATION

BACHELOR DEGREE, FOREIGN TRADE UNIVERSITY

2014

- Concentration: International Business
- GPA: 3.25.
- Honors and Activities: FTU Green Summer 2012

BACHELOR DEGREE, FOREIGN TRADE UNIVERSITY

2014

- Major/Minor: International Trade Law.
- GPA: 3.55.
- Honors and Activities: Academic Distinction Award

CERTIFICATIONS

- MOS Expert • TOEIC • IELTS •

ASSOCIATIONS

- Member of Organization Broad, International Business Club, Hanoi (October 2011) •

