Nguyen xxx DungLinguist  
Hanoi, Vietnam  
xxx@gmail.com  
Tel:xxxxx

EDUCATION  
Sep 2006 - May 2010HANOI OPEN UNIVERSITYMajor: Bachelor of English Translation & Interpretation

WORK EXPERIENCE

April 2012 - NowVIETTIN BPO TRADING JSC.,.Linguists Manager  
Main responsibilities:  
- Prepare and submit monthly reports of department to CEO.  
- Support AM/PM in analysis, evaluation and receipt of projects.  
- Assign jobs to translators, QCs and speed up, monitor quality as well as  
deadline.  
- Recruit and make training on software, working skills to new translators  
- Build translation database for department  
- Translate documents of various fields from English into Vietnamese and  
vice versa, **especially I used to translate Amazon projects on education (training), advertising (adloc) and CCM (legal) fields.**

- CAT Tools: SDL Trados, MemoQ, Transit

May 2013 -March 2021EXPERTRANS GLOBAL JSCLinguists Manager  
Main responsibilities:  
- Prepare and submit monthly reports of department to CEO.  
- Support AM/PM in analysis, evaluation and receipt of projects.  
- Assign jobs to translators, QCs and speed up, monitor quality as well as  
deadline.  
- Cooperate with HR to recruit and make training on software, working  
skills to new translators  
- Build translation database for department  
- Handle other general jobs assigned by CEO  
- Translate documents of various fields from English into Vietnamese and  
vice versa, especially Technology, finance - banking, laws, healthcare  
documents  
- CAT Tools: SDL Trados, MemoQ, Transit  
May 2012 **-** PresentFREELANCERFreelancer translator  
Main responsibilities:  
- Translate documents of various fields from English into Vietnamese and  
vice versa.  
November2010 - March 2012INDIAN EMBASSYPart-time Interpreter  
- Interpreter for Indian delegations  
- Prepare, store documents for meetings, conferences

CERTIFICATIONS  
2010 TOEIC Certificate with score 800 issued  
ASSIGNED AND COMPLETED PROJECTS- SSI Annual report 2018, 2019, 2020  
- Vietcombank Annual report 2019  
- Sacombank Annual report 2019  
OBJECTIVETake advantages of translation skills  
& experience and understanding of  
sector to become a professional  
translator and bring a lot values to  
Clients.  
SKILLSOffice  
Logical thinking and creative  
CAT Tools  
Time management  
INTERESTSReading  
Music  
- HDBank Annual report 2020  
- TTC Land Annual report 2020  
- Vingroup Annual report 2018, 2019  
- Project on Vietinbank new products in 2020  
- Project on GE Healthcare medical devices  
- User manual of Mercedes, Lexus, Suzuki, Vinfast, Isuzu series