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