**RESUME**

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| --- | --- |
| **Organization Name: *Vitran*** |  |
| **Contact: Tu Tran** |  |
| **Citizenship:** *Vietnamese* |  |
| **Email:** *tutrans.vn@gmail.com* |  |
| **Skype**: *tutran\_translation* |  |

**PERSONAL INFORMATION:**

# EDUCATION AND QUALIFICATIONS:

2007 - 2011 University of Languages and International Studies, Vietnam National University, Hanoi.

Subject: German (full-time study program)  
Degree obtained: Bachelor of Arts (B.A.)

2007 - 2011 University of Economics and Business, Vietnam National University, Hanoi.

Subject: Business Administration (full-time study program)  
Degree obtained: Bachelor of Arts (B.A.)

**EMPLOYMENT & EXPERIENCE:**

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| **Time** | **Position and main activities** | **Responsibilities** |
| 11.2010 | Collaboration as assistant for Delegation Baden-Würtemberg to organise Business Day Baden-Würtemberg Vietnam in November, 2010. | - Welcome the guests of the programm  - Guide them to the seat of guests  - Distribute them the related documents of the conference |
| **05.2011 – 10.2011** | Class management in ETC centre of Vietnam National University, Hanoi for MBA program of Delaware university in Vietnam | - Make the student list of each class  - Check attendance for each lessons  - Support the lecture and student during the lesson  - Make reports for each lesson  - Build up the relationship between students and lecturer |
| **2010-Now** | Freelancer Translator: English and German into Vietnamese | Well-using CAT tools: Trados 2011, Across, MemoQ  Specialized Fields: Hotel and Tourism, Technical, Business Administration, Automative, Medical |

**List of De-Vi Translation Projects Delivered**

|  |  |
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| **Project Name** | **Word count** |
| Bently Infrustructure Projekte (Bau-Software) | 55000 |
| Hebezeug | 9423 |
| Anleitung | 3850 |
| Statement | 165 |
| Medicin | 130 |
| Floatglass | 5800 |
| Flyer 2 | 200 |
| Brustkrebs | 637 |
| Haustuer | 5159 |
| Meat processing | 20100 |
| Technical | 924 |
| Zubehoer | 60 |
| Rational | 5600 |
| Combi Rational | 276 |
| Combi Rational | 1400 |
| Rational | 4500 |
| Fenster | 2214 |
| Fenster | 2210 |
| Deutscher AG Telekom | 472 |
| Manual operation | 788 |
| Gefrierfach | 3102 |
| Kontikutter | 26250 |
| BrandMaker | 13000 |
| Beurer Produkte ([www.beurer.com](http://www.beurer.com/)) | 10000 |
| Platin Widerstandsthermometer **-** Betriebs- und Wartungsanleitung  Deutsch | 15000 |
| Tox Pressotechnik | 45000 |
| BSH Hausgeräte GmbH Giengen | 55000 |
| BSH Bosch und Siemens Hausgeräte GmbH Giengen | 36000 |
| Falcon - SCHULP | 25000 |

**Translation Tools Use**d: Across, Trados, memoQ