



Jenny Nguyen

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Aim to build a strong career as a translator/ interpreter in a challenging and progressive environment where my current skills and three-year-experience of English – Vietnamese language translation can be utilized to bring out customer top-notch experience.

EDUCATION

2016 – 2020 **UNIVERSITY OF LANGUAGES AND INTERNATIONAL STUDIES**
Vietnam National University, Hanoi, Vietnam

- Bachelor of Arts, majored in in English Translation and Interpretation
- GPA 3.42/4.0

EXPERIENCE

2017 – Present **FREELANCER TRANSLATOR/ INTERPRETER**

Language Pair: English - Vietnamese

Major tasks:

- Translate documents of different fields and types from English into Vietnamese and vice versa
- Interpret at workshops, business discussions, etc.
- Specializations: Economics, Marketing, Business, Travel and Tourism, Educational Materials, Media and Entertainment, Environment, General

Achievements:

- Have completed a huge load of translation documents (thousands of pages) with compliments from employers and clients.
- Affiliated with: SDI Hong Kong, SDI Philippines, ZOO Digital, IYUNO Media Group, BTI Studio, TransPerfect, VSI UK, Beris China, etc.

2020 – Present **TOMATO MEDIA VIETNAM**

English-Vietnamese In-house translator

Major tasks:

- Translate documents of different fields and types from English into Vietnamese and vice versa
- Interpret at company's events, conferences, etc.
- Participate in English–Vietnamese translation and quality checking process of movie subtitling projects (mainly from Netflix and Apple Music), using specialized software from vendors

ADDITIONAL SKILLS

- Familiar with video editing and subtitling programs: Subtitle Edit, GTS, BTI Studio, Aegisub
- Familiar with subtitling guidelines rules from Netflix, Iflix, Apple, Hulu,...
- Skilled at using CAT Tools: SDL Trados, Memsource, Memoq, Neotrans.
- Proficient in utilizing Microsoft Office tools such as Microsoft Word, Excel, PowerPoint and Outlook –
- Familiar with graphic editing programs: Adobe Photoshop, Google Picasa and MS Paint
- Attention to details and work efficiently with minimum supervision
- Work efficiently in team and as an individual