

Hoang Bao Lan

-  hoangbaolano4493@gmail.com
-  +84 126 6060 262
-  24 - 147 Phan Dinh Phung street,
Hue city, Vietnam
-  <http://www.proz.com/profile/1976642>



Working Experience

Novice Translator

- 2013–present* • Collaborating with Dr. Pham Hoa Hiep, Translator of ATA group, English Teacher of Hue University - College of Foreign Languages
- Speciality Fields* • Sports, Technology, Marketing, Environment, Tourism, Health (General) and many others
- CAT tools used* • Trados 2014, Word fast
- Other programs* • Subtitle Workshop, ABBYY Fine Reader Professional plus 12 (JPEG to Word, PDF), Nitro Pro 09 (PDF Editor), Photoshop CS6, Indesign CS6, Illustrator CS6, Microsoft Office (Word, Excel, Power Point...)
- Dealing with JPEG to Word, INDD, DOC, DOCX, PPT, PPTX, XLS, PDF, PDF to Word and many others upon request
- Capability* • around 3000 words/ day

Intern, Football For All in Viet Nam (FFAV)

- July- October, 2014* • Translating, editing & interpreting Football and Life skill articles
- Finding for partners- CSR Companies- to raise the budget of the project
- Practicing problem-solving and communication skills
- Creating FFAV's Glossary
- Review volunteer's translations



Activities

Voluntary Translator, Health Community project held by Vietnamese Doctors in Japan

- January 2014- Present* • Translating about Male Health

Voluntary Translator, Football For All in Vietnam (FFAV)

- June 2013- Present* • Managing small project of translation
- Translating Football and Life Skills Articles

Interpreter, VETS With A Mission (VWAM)

- March 2014* • Interpreting patient's signals and Medical terms in general



Education

Bachelor of Arts in English <-> Vietnamese Translation (regular full-time course)

2011-2015 Hue University, College of Foreign Languages, English Department

Third Place of English Debate Contest

2013 Hue University, College of Foreign Languages, English Department



English Skills

Very Good

- Speaking: 9.21/10 (Academic Transcript)
- Writing: 7.8/10 (Academic Transcript)
- Reading: 7.5/10 (Academic Transcript)
- Listening: 7.5/10 (Academic Transcript)



References

Available upon requested

Task	Subject Area	Word Count	Client
Translation	Technology	500	Ms. Chau, English Teacher, Hue Industrial College
Editing	General Information	2000	Dr. Pham Hoa Hiep, American Translation Association member
Translation	Sport	5500	Football For All in Vietnam project
Translation	Sport	around 620	Football For All in Vietnam project
Translation	Sport	600	Football For All in Vietnam project
Translation	Report	1289	Football For All in Vietnam project
Translation	Report	1284	Football For All in Vietnam project
Translation	Community Health	1364	Non-profit project, Vietnamese Doctors in Japan
Translation	Community Health	2000	Non-profit project, Vietnamese Doctors in Japan
Translation	Bussiness, Marketing	around 4800	Ms. Chau, English Teacher, Hue Industrial College
Translation	Contract	3000	Ms. Chau, English Teacher, Hue Industrial College
Translation	Political strategy	around 300	Ms. Thu, Vietnamese Teacher, Hue University, College of Foreign Languages