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| **CIRRICULUM VITAE** |  |
| |  |  | | --- | --- | | **Portrait** | **Personal information** | | |  |  | | --- | --- | | Full name: **Nguyen Ngoc Anh Hiep** | Gender: **Male** | | Mobile phone: **+84 – 978 816 757** | Email: **anhhiep@gmail.com** | | Date of birth: **15/09/1989** | ID Card No.: **145312415** | | Current address: **112 Nhan Hoa Street – Hanoi – Vietnam** | | | | |
| |  | | --- | | **Objective** | | |  | | --- | | Specializing in English for science and technology, I am looking for a position as a Translator - Interpreter, where I can use my skills and hardworking ability to benefit the Company, and be of service to others. | | | |
| |  | | --- | | **Education** | | |  |  | | --- | --- | | **2010 to 2012** | **B.A. Enterprise Management (Second Degree - evening class)**  Hanoi University of Science and Technology | | **2007 to 2011** | **B.A. English for Science and Technology**  Hanoi University of Science and Technology | | | |
| |  | | --- | | **Skills** | | |  | | --- | | * Advanced English (good listening, reading and fluent speaking skills) * Passionate about new hi-tech gadgets and technical machines * A good team player with high sense of responsibility * Able to travel in business, work under pressure and meet tight deadlines * Eager to learn new things * Conversant with: Microsoft Word, Microsoft PowerPoint | | | |
| |  | | --- | | **Work Experience** | | |  |  |  | | --- | --- | --- | | **PVC-ME (Petroleum Mechanical Executing and Assembly JSC.)** | | **June, 2012 to date** | | * Translate construction materials and contracts * Interpreter for board of directors in meetings with foreign partners | | | | **CNN Translation Company – Active Collaborator** | **August, 2013 to date** | | | * Translate a wide range of documents relating to construction, computer, marketing, politics, etc. * Transcribe and translate audios, videos (cartoons, movies, commercials). | | | | **Red Bridge TV & Film Production – Project Coordinator** | | **July to August, 2011** | | * Co-ordinate activities of all members in the project crew and update their status to the director * Translate subtitles and transcriptions of documentaries | | | | **Field trip Interpreter** | | **June, 2011** | | * Interpreter for two environmental experts from PÖYRY France during their field research, and meetings with authorities and local people in Lao Cai province and Sa Pa district * Translate hydropower and environmental documents, and final due diligence report | | | | **Truong Thanh Printing Company, Hanoi** | | **May to November, 2010** | | * Interpret printer-training courses and contract’s details given by Malaysian and US printer – engineers * Help the director to negotiate with US partners about terms of contract | | | | **Translator** | | **Part-time job** | **Part-time job** | | * Translate Top Gear and Tekzilla TV shows into Vietnamese as a collaborator of VTC * Translate recorded audios in which Vietnamese missile veterans told their stories in the Hanoi 12 days and nights Victory over the B-52s and during Vietnam War * Collaborator of VOV (Voice of Vietnam Radio) and Vietnamese student newspaper (Sinh Vien Viet Nam newspaper), translating pieces of news and articles from English to Vietnamese since high school | | | | | |
| |  | | --- | | **Extra Curriculum Activities** | | |  |  | | --- | --- | | Green Summer Volunteer Campaign 2008 | * Organized by Hanoi University of Science and Technology | | Foreign Languages Olympic Contest 2010 | * Second prize (organized by the University) | | Asian Indoor Games III 2009 | * Volunteer | | | |
| |  | | --- | | **Interests** | | |  |  |  | | --- | --- | --- | | **Travelling** | **Sport** | **Music** | | | |