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|  **CIRRICULUM VITAE** |  |
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| **Portrait** | **Personal information** |
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| 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** |

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| **Objective** |
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| 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. |

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| **Education** |
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| **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 |

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| **Skills**  |
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| * 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
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| **Work Experience** |
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| **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
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| **Extra Curriculum Activities** |
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| Green Summer Volunteer Campaign 2008 | * Organized by Hanoi University of Science and Technology
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| Foreign Languages Olympic Contest 2010 | * Second prize (organized by the University)
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| Asian Indoor Games III 2009 | * Volunteer
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| **Interests** |
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| **Travelling** | **Sport** | **Music** |

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