

HUONG DOAN

TRANSLATOR - INTERPRETER

Email: huongsuzi@gmail.com

Phone: (+84) 906 118 526

Skype: hanhnguyen22112011

EXPERTISE

Translation
Proofreading
Transcreation
Interpreting

Over 10-year-experience freelance English-Vietnamese translator in a variety of fields with remarkable skills, looking for opportunities to work with prestigious organizations, companies and individuals so as to create added values to the clients and maximize personal development.

SKILLS

MS Office: Word, Excel &
PowerPoint
Translation tools: Trados,
SmartCat, MateCat Wordfast,
Memsourse,

EDUCATION

Hanoi Uni. of Languages &
International Studies
Vietnam National University
*B.A, English Interpreter, Good
Degree 2012*
*B.A, Russian Teacher, Good
Degree 2008*

Hung Vuong
High School for the Gifted
2001-2004 (English Major)

EXPERIENCE

2009 - Present

FREELANCE TRANSLATOR & INTERPRETER

• Clients:

Chan Thien My, Welocalize (USA), LRH TU (Australia), VietNewspaper (Australia); Himalayan Translation (Bhutan), GTElocalize, ThaiHaBooks (Vietnam), EzQ Vietnam; US Commercial Service in HCMC, GEL (China)

• **Services:** translation, transcreation, editing/proofreading, interpreting

• Translation fields:

Telecommunications, Business, UI& Marketing, Energy, Environment & Ecology, education/pedagogy, health, agriculture, tourism & travel, entertainment.

• Typical projects:

- 4 year translation and review for an USA agency on Google products – UI and Marketing Content (average 20k words/month)
- Coordinator and translator for marketing and business for BCG Vietnam (ongoing, since 2019)
- Translator and editor for MDRT (since 2019)
- Dedicated translator for Australia Newspaper (real estate advertisement, since 2013)
- **Others:** Alibaba products; published books; websites; films and others.

• B2B interpreting:

- Interpreter at the Tech/Trade Fair;
- B2B interpreter for companies from USA, Spain, South Africa; ADB
- Interpreter for Vietnamese Company in meetings (bidding opening/ negotiation/signing)

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PERSONALITIES

Responsible
Hard-working
Eager-to-learn
Flexible

ACTIVITIES

Traveling
Reading
Jogging
Cooking
Yoga

REFERENCE

1. Nick Cung Vu

Cellphone: 0431 549 512
email: cung@vietnews.co.au

2. Hai Vu Hung

Cellphone: 84 913 976 481 email:
hai.vh@pecc2.com

3. Duong Chan

Cellphone: 84 03 851 672 email:

chan.chanthienmy@gmail.com

EXPERIENCE(CONT.)

PUBLIC RELATIONS / ADMIN

POWER ENGINEERING CONSULTING COMPANY (PECC2) HCMC/ 2014 - 2019

- Translating documents of power source and network projects (F/S, bidding documents, welding process), news on website, brochures, leaflets, letters to customers, etc.;
- Welcoming partners, interpreting assistant in meetings;
- Implementing internal and external events, PR campaigns from the proposal/planning to post-event stage;
- Taking charge of the content of website, introduction slides and other documents relating to news, PR activities;
- Handling PR documents and data, branding identity system as well as branding gifts
- Cooperatively working on design of branding products;
- Handling other admin tasks.

SALES PERSON

Red Apron & Celliers d'Asie / Hanoi / 2008-2011

- Displaying products, taking charge of daily sales in the shop;
- Presenting information about products, giving recommendations for product choice; customer care, problem solving;
- Coordinating with wholesales men and dealers for sell-in, stock matter
- Organizing promotion events, weekend market, branding events;
- Daily report: daily sell-out, customer feedback, problems arisen to Sales
- Managers
- Proposing, planning and implementing sales promotion to attract more customers;
- Proposing, planning and implementing sales promotion, hands-on... to attract more customers.



Đoàn Thị Thu Hương

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