

Curriculum Vitae

Nguyen Thi Huyen

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Personal information:

Birth date: 02/04/1985

Birthplace: Ha Noi City

Gender: Female

Marriage status: Married

Health: Good

Hobbies: reading books, listening to music and talking to people.

Career Objective:

- To desire to work as a translator or an interpreter
- To be able to apply academic knowledge and creativity into practical problems in typical and relevant professional work situations.
- To gain essential knowledge and experience for future professional development.

Education:

- 1991- 2000 : Vien Noi Elementary and Secondary School
Vien Noi, Ung Hoa, Ha Tay
(Awarded for promising student)
- 2001-2003: Nguyen Hue High School
Ha Dong town, Ha Tay province
(Awarded for good student)
- 2003- 2008: Ha Noi University of Technology. Faculty of foreign language

Ability:

- Good communication skill in English (both written and oral).
- Microsoft Office program (Word, Excel)
- Using Internet well.

- Ability to mix well with people.
- Working under high pressure.
- Working well individual and group.
- Working hard and attentively.
- Being easy to get well with the new environment.
- Honesty, creativeness and high responsibility for work.

Work experiences

- Tutor (From first year to now)
- Participant in voluntary movements
 - Assist in preparation for faculty's social activities
 - Teaching in Nguyen Dinh Chieu school
 - Holding mid-autumn party for disabled children in Huu Nghi village
- Freelance translator (Amisu translation company, Thanglong translation company)
 - translating materials such as economic, technical documents
 - translating document relating bank, securities, economic contracts
- Teacher of Bach Khoa language center (at night)
- Admin / HR staff in Punch entertainment (Viet Nam)- a foreign- invested company
 - Doing administrative works as assigned
 - Arranging meeting room, booking hotel, air ticket
 - Purchasing devices (mobiles), office accessories
 - Doing mission relating recruitment such as finding candidate sources, arranging interview, preparing training courses for new-arrival staffs
- Admin in Tran Huu Nam & Associates (from November/2008 to November/2009)
 - Receiving and answering the incoming emails
 - Preparing necessary documents concerning the registration of trademark and patent

- Translating lawful documents such as the lists of good, Patent Specifications
- Tracking the status of each application of trademark and the patent registration and then reporting it to customers accordingly.
- Consultant in Patent Department in Ageless Co., Ltd (from July/2010-now)
 - Translating Patent Specification;
 - Consulting these defects of the application before filing into the national phrase;
 - Consulting on the fee, time frame, requirements for a patent application upon the request of customers;
 - Notice of consecutive stages of the patent application for customers;
 - Preparing the response to the office action;
 - Contacting and meeting the examiners at NOIP for the status of the application;
 - Any other relevant works on the patent.

Other Information: Computer: Good at Word, PowerPoint, Excel

Other language: French