| Contact Number: +(84)945086038Email: truonglang.translate@gmail.comNo.115 Le Duan str, Cua Nam ward, Hoan Kiem district, Hanoi, Vietnam |
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| Lang Xuan Truong |
| To builda personal career as a professional linguist, translator and interpreterLanguage Pairs: Vietnamese to all languages; all languages to Vietnamese |
| 2008 to Present | Viettonkin Joint Stock Company | Hanoi, Vietnam |
| Translator and Interpreter* Work as a professional translator and interpreter in a multitude of translation projects in areas such as life sciences, technology, manufacturing, consumer & retail, marketing & PR, media & entertainment, government, travel & tourism
* Work as a free-lancer for other translation providers in the region, where I assume different positions and responsibilities, such as translator, editor, proofreader, DTP supporter, project coordinator.
* Works as an Administrator for website development and localization projects, in which I am in charge of different aspects: graphic design, content, marketing, human resources, required technical support, quality assurance, project delivery, localization consultancy.
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| 2012 to Present | American World Adoption Association | Hanoi, Vietnam |
| Southeast Asia Regional Director* Contact and maintain relations with governmental bodies, authorities of Asian nations; Prepare documents and setting up legal files to meet the licensing requirements in the fields of humanitarian aid and adoption in Southeast Asian countries; Perform periodic evaluations and appropriate adjustments on staffing system, operating budget for new projects; Act as a consultant and advisor for CEO in charge of programs, on legal issues, project activities and finance for programs; Organize charity-fundraising activities in USA and in Southeast Asian
 |
| 2006 to 2012 | World Vision | Hanoi, Vietnam |
| Communication Officer* Draft and edit World Vision newsletter and e-bulletin; provide story and photo selection, writing, editing, proof reading; Publish newsletter and manage translation and dissemination; Maintain basic press office admin such as circulating media coverage, industry news and maintaining journalist contact database; Prepare, guide and review written and visual material; briefings; announcements; Q&As and other communications products as needed and requested with the approval of line manager.
* Technical support in the coordination of international projects; translation in the area of humanitarian aid and adoption legislation: regulations, projects descriptions, reports, etc.; interpretation for World Vision executives and senior staff at official and working meetings, seminars and trainings.
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| 2003 to 2006 | Education, Translation and Tourist Consultancy Ltd Co. | Hanoi, Vietnam |
| English Teacher* Teach academic and communicative English for English learners (aged between 15 - 45) in extensive courses, as well as General English courses for adults, including corporate training at large corporations
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| 2006 to 2008 | European University | Hanoi, Vietnam |
| Master of Business Administration* [Special award, accomplishment, or degree minor]
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