| Contact Number: +(84)945086038 Email: [truonglang.translate@gmail.com](mailto:truonglang.translate@gmail.com)  No.115 Le Duan str, Cua Nam ward, Hoan Kiem district, Hanoi, Vietnam | | | | |
| --- | --- | --- | --- | --- |
| Lang Xuan Truong | | | | |
| To builda personal career as a professional linguist, translator and interpreter Language 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. | | | |
| 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. | | | |
| 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 | | | |
| 2006 to 2008 | European University | | Hanoi, Vietnam |
| Master of Business Administration  * [Special award, accomplishment, or degree minor] | | | |