

# CURRICULUM VITAE

## PERSONAL DETAILS

Name	<b>Do Thi Thanh Nhan</b>
Current address	<b>58 Phan Chu Trinh St., Dong Ha City, Quang Tri Province, Vietnam</b>
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Website	<a href="http://www.proz.com/profile/1342211">http://www.proz.com/profile/1342211</a>
Skype	<b>dothanhnhandh</b>
Yahoo	hatnemknorr
Native language	Vietnamese
Locale	Vietnam
Service	Translation; Proofreading & Editing;
Pair	<b>English&lt;&gt;Vietnamese</b>
Rate of translation	<b>USD 0.04/source word</b>
Minimum rate	<b>USD 10.00</b>
Rate of proofreading	<b>USD 0.02/source word</b>
Payment Method	Paypal; Moneybooker; Bank Transfer (IBAN & SWIFT)
Daily Capacity	3,500 words
CAT	SDL Trados 2007; SDLX; SDL Trados Studio 2009 SP3

## QUALIFICATIONS

Degree	<b>B.A. in English (2005-2009)</b>
Major	<b>Translation &amp; Interpretation</b>
Institution	Hue University - College of Foreign Languages
Certification	Proz Member Certified Member of Onehourtranslation.com Accredited Translator by Hue College of Foreign Languages Certified translator of Department of Foreign Affairs of Quang Tri Province Certified translator of Department of Justice of Quang Tri Province

## EXPERIENCE & SOLUTIONS

2009 - Now	<b>Sworn Translator/Interpreter</b> , Section of International Cooperation – Department of Foreign Affairs of Quang Tri Province, Vietnam
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Specialty Fields	<ul style="list-style-type: none"><li>Laws &amp; Contracts; Aquaculture; Forestry &amp; Environment; Health Care Services; Education/Pedagogy; Wastewater &amp; Water Treatment; IT &amp; Localization; Insurance; Formal administrative forms &amp; documents; General Community Development and many others.</li></ul>
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What can I offer to clients?	<ul style="list-style-type: none"><li>Four-Year Experience in Translation</li><li>CAT tools used: SDL Trados Studio 2009 SP3; SDLX; TagEditor &amp;</li></ul>
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Translation Workbench; Heartsome Translation Studio R6; OmniPage Professional 17; Wordfast Classic; SDL Passolo 2009; dealing with mostly all types of file ranging from normal DOC&DOCX, XLS&XLSX; PPT&PPTX; PDF to TTX; ASP; PHP; MPP and many others upon request.

- Deep research skills via Internet and other resources with quality assurance.
- Guaranteed Consistency Check
- Match Discounts by Percentage (85%-100%)
- Fast turnaround and daily update for follow-up
- Excellent project management and communication skills with timely response and effective support.

2008-now

### Freelance Translator

- Has won and been involved in wide ranges of small, medium and big translation projects in various fields nationwide and worldwide for the past four years.
- Member of Proz.com (<http://www.proz.com/profile/1342211>)

### SEVERAL RECENT PROJECTS

Name	Services	Quantity (Words)	Clients
<i>"Thua Thien Hue on its way into a centrally-governed city" publication</i>	Translation	50,000	Vietnam Economic News, Vietnam
<i>Standard Operation Procedure</i>	Translation	120,000	NPA (Norwegian People's Aids)
<i>Technical report on land clearance</i>	Translation	18,700	Luks Industrial Limited, Vietnam
<i>Proposals and technical documents of water supply project (Quang Tri Province)</i>	Translation	24,000	Quang Tri Water Supply Project, Vietnam
<i>Translation of subtitle of "Fantastic Mr. Fox"</i>	Translation	87 mins	Collaboration project, Vietnam
<i>Interview Transcripts and group discussion in women's healthcare</i>	Transcription & Translation	11,900	Medical Committee of Netherland-Vietnam, Vietnam
<i>Report on the socio-economic development of population in rural area</i>	Translation	35,000	Quang Tri Rural Development Program
<i>Course instruction and guidelines on engineering and construction</i>	Translation	232 pages	Quang Tri Vocational Technical School, Vietnam
<i>Criminal documents and records</i>	Translation	267 pages	Accord Translations, Ireland
<i>Dream Hotel Film Script</i>	Translation	13,842	Globale-Kommunikation, German
<i>The standard operation procedure in implementing the Battle Area Clearance</i>	Translation	57,000	NPA (Norwegian People's Aids)
<i>Education and immigration related documents in Canada</i>	Website Localization	15,500	YYZTranslations, Canada
<i>Guideline on Village Saving and Loans Project</i>	Translation		Plan International
<i>Tape on interview the Health-care condition for vulnerable people in minority area</i>	Transcription	Time: 21 hours	Medical Committee of Netherland-Vietnam (MCNV)
<i>Questionnaire on Health-care condition for vulnerable people in minority area</i>	Translation	32,000	Medical Committee of Netherland-Vietnam (MCNV)
<i>List of medical items for District Health Clinic of Quang Tri province</i>	Translation	24,000	Department of Health of Quang Tri province
<i>Technical - Generator Operation manual</i>	Editing	8,961	Andovar Pte Ltd

# CURRICULUM VITAE

## REFERENCE

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