**NGO THI MINH THAI**

**POST: TRANSLATOR**



**PERSONAL INFORMATION**

Full name: Ngo Thi Minh Thai

Date of birth: 01/10/1988

Address: No. 13, alley 208, Tran Cung street, Co Nhue ward, Bac Tu Liem district, Hanoi

Phone: 0981823196

Email: [minhthai853@gmail.com](mailto:minhthai853@gmail.com)

**CAREER TARGETS**

* Develop career and have long-term working relationship with a professional and progressive organization
* Become an expert in translation and interpretation

**QUALIFICATIONS**

* **8/2007 – 8/2011:** Bachelor of Business English – National Economics University

**EXPERIENCE**

* **10/2011 – 10/2012: T & M Informatics – Language Training JSC - Ha Noi**

*Collaborator and Translator*

* Translate normal and notarial documents from English into Vietnamese and vice versa
* Documents are diversified in a variety of fields such as construction, healthcare, trade, etc.
* **12/2012 – 4/2018: EliteTrans International Company**

*Translator cum Editor*

* Coordinate the assignments
* Translate documents from English into Vietnamese and Vietnamese into English
* Ensure the accuracy of the translated documents
* Have ablity to translate in many fields, especially healthcare.
* **4/2018 until now: TDN Translation Company**

*Translator cum Editor*

**SKILLS**

* **Profession**
* Be trained in translation, interpretation and English for special purposes such as Healthcare, Business Communication, Marketing, Finance – Banking
* Work with many different documents and many formats such as Word, Excel, Trados, Wordfast, SDLX, MemoQ, and Memsource.
* Be fluent in dealing with English and Vietnamese
* **Language**
* Use English fluently
* **Soft skills**
* Communicate well
* Be active, confident
* Work in team or independently
* Be honest, diligent, responsible
* Always endeavor to finish assignments on time
* Work well under high pressure
* Always pay attention to developing personal skills

**HOBBIES**

* Read books, listen to music, educational speeches or talks
* Do exercise
* Chat with foreign friends from all over the world via skype
* Sing songs
* Care for animals