



VUONG THI HA THANH

Translator-interpreter-Assistance to CEO/ BOD

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Objective

Being a key part is not just the job I chose but the career I want to build, the passion I decided to pursue as beneficial for both the organization I work for and myself.

Have more than 7 year experience in working as a translator for projects of civil construction, engineering, wastewater treatment and environmental improvement

Education

Columbia Southern University, USA

Master of Business Administration (MBA), General Studies

2008 – 2010

Grade: A

University of Economics in HCM city - PROFEC Center

Certificate, Secretarial and Office Management

2004 – 2005

Grade: A

University of Dalat, Lam Dong Provice

Bachelor of Arts (B.A.), English Language and Literature, General

2000 – 2004

Experience

Have more than 8 year experience in working as a translator for projects of civil construction, engineering, wastewater treatment and environmental improvement.

1. Admin Manager cum Translator-Interpreter - Nihon Shuido Consultant Co., Ltd (Japan)

December 2010 – Present (4 years 8 months)

Binh Duong WEIP, Thu Dau Mot City, Binh Duong province

Nihon Shuido Consultant Co., Ltd engaged to Southern Binh Duong Water Environment

Improvement Project since March 2011, mainly in charge of detailed design, tender assistance and supervision works. Main budget of the project is ODA loan from Japan and Government budget (BIWASE as an employer)

+ *Translation and interpretation:*

Mainly incharge of translating/ interpreting documents/meetings for project from Vietnamese to English and vice versa:

- ***Tender documents: bidding documents, bid evaluation report,***
- ***All reports: detailed design reports, inception report, monthly report***
- ***Correspondence: incoming and out-going letters to PMU, contractor and other parties***
- ***In charge of interpreting at all meetings with employer, contractors and other parties.***

+ General Administration:

- Manage and monitor general office duties to ensure the smooth operations of office system as well as the satisfaction with services provided.
- Manage and maintain filing system of the whole project
- Manage the managing Project manager's day to day activity schedule
- Provide administrative support and other general secretarial duties i.e. communications, documentation, filing, correspondence drafting/typing
- Organize and prepare presentation materials for conferences, meetings and company events.
- Type and/or draft letters, faxes, e-mails.
- Assist with other general administrative duties as required
- File and systemize all incoming and out coming documents
- Organize and maintain diaries and make appointments
- Undertake any other assignments as requested by the Project Manager

2. Admin Officer cum Translator & Interpreter - VietStar Environmental Joint Stock Company (USA - Vietnam)

Environmental Services industry

December 2007 – November 2010 (3 years)

Thai My, Cu Chi District, HCMC.

+ ***Translation and interpretation: incharge of translating documents for project from Vietnamese to English and vice versa:***

- ***Reports: Quarterly report, monthly report and annual report to Local Authorities***
- ***Correspondence: incoming and out-going letters within the company, contractor and other parties***
- ***In charge of interpreting at all meetings with employer, contractors and other parties***

+ Administration

- Provide administrative support and other general secretarial duties i.e. communications, documentation, filing, correspondence drafting/typing
- Translate/ interpreter internal and external documents from Vietnamese to English and vice versa
- Organize and prepare presentation materials for conferences, meetings and company events.
- Type and/or draft letters, faxes, e-mails.
- Assist with other general administrative duties as required
- File and systemize all incoming and out coming documents
- Organize and maintain diaries and make appointments
- Undertake any other assignments as requested by the General Director

3. Admin Officer - Kinden Vietnam Co., Ltd (Japan)

December 2005 – November 2007 (2 years) Nguyen Gia Thieu, District 3, HCMC.

Job Description:

- Common office management/ management duties;
- Arranging company activities and different meetings;
- Ordering office supplies;

- Travel bookings;
- Handle incoming-outgoing mail, telephones;
- Collect and file the documents received;
- ***Translation when needed for operation;***
- Keeping record of all payroll documentation;
- Keeping personal files for the employees; and
- Providing helping hands in training organizations.

Skills and hobbies

- Friendly, dynamic, can work with high work pressure, willing to learn more;
- Have high sense of responsibility;
- Good communication skills in Vietnamese and English
- Proficiency in Microsoft Office (Word, Excel, Power Point) and internet