###### **Curriculum Vitae**

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###### **Ngo Thi Minh Thu (Thu Ngo)**

Date of birth: January 31, 1989

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**Personal Profile**

With 7 years working full-time as a language team leader, responsible for translating/interpreting and organizing English classes for officers from the MCDU and government agencies, I have gained valuable training skills which I hope to develop more and more in the future.

# Education

**2007-2011** **UNIVERSITY OF FOREIGN LANGUAGES AND INFORMATION TECHNOLOGYHCMC, VIETNAM**

Bachelor’s degree in English-Vietnamese translation and interpretation

# Work Experience

**07/2017 Freelance Translator**

Perform translation/proofreading services for both direct clients and translation agencies around the world

Leading a group of certified translators working on a wide range of language pairs and fields of expertise

**06/2012 – 06/2017 Translator/Interpreter/Trainer**

**IMPLEMENTATION UNIT FOR CAPACITY DEVELOPMENT AND ODA WATER RESOURCES PROJECTS NINH THUAN, VIETNAM**

*Key responsibilities*

* Providing training for newly-recruited translators (to get them used to translation processes, methodology, CAT tools)
* Proofreading translations, undertaking quality assurance
* Managing and assigning tasks to other team members
* Translating project documents and files, correspondences, reports
* Interpreting at workshops, meetings, site visits by international experts
* Supporting MCDU’s staff in studying English
* Operating and managing English classes and other English improvement activities within the project’s scope
* Doing other tasks as assigned by the manager

**2011 Translator collaborator**

**LAC HONG BOOK CO., LTD**

*Key responsibilities*

* Translating medical books and articles given by the company

# Skills

# Translation and interpretation

* Translation project management
* Data research and analysis
* Reporting & documentation
* Computer skills: Microsoft Word, Excel, PowerPoint
* Presentation
* Training