

RESUME

Feb 2008 – present

Full name: **THÁIM C VI TI N**

Nick name: **Katt (แคท)**

Date of birth: May 29th, 1987

Place of birth: Da Nang

Marital status: Single

Gender: Female

ID No: 023941685 Issued place: Hochiminh city.

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- 325/36/25B Bach Dang street, Ward 15, Binh Thanh District, Hochiminh city. (Vietnam)

1. Education history:

Sep 1993 – May 1998	Duong Minh Chau primary school, Hochiminh city.
Sep 1998 – May 2002	Lam Son junior high school, Hochiminh city.
Sep 2002 - May 2005	Nguyen Thi Minh Khai senior high school, Hochiminh city.
Sep 2005 – May 2009	University of Social sciences and Humanities, Hochiminh city. - Field of study: Oriental Study; <u>major in Thai languages</u> . - Grade: 7.69 / 10. - Rank: GOOD

2.Scholarship:

Jul 2007 – Aug 2007	Participating Green Summer Volunteer Campaign at Champasak Province, Lao. Main task was teaching Vietnamese to Lao students at Champasak University.
Jul 2008 – Aug 2008	Scholarship of the Thailand International Development Cooperation Agency for 1 month of course <i>Intensive Course of Thai Language for Foreigners</i> at Department of Thai and Oriental Languages, The Faculty of Humanities, Srinakharinwirot University, Thailand.
Feb 2009 – Apr 2009	Training at Vina Kraft Co., LTD. (member of Siam Cement Group). My main task was translating documents in Thai, English and Vietnamese . - <u>Thai into Vietnamese</u> : <ul style="list-style-type: none"> ○ 4 internal letters ○ 2 page translation of SCG Paper way: Documentation. ○ 2 page translation of Service request form: Domain, Email, Proxy and RSD Card. ○ 4 page translation of Letter from General Manager. ○ 30 page translation of Working Introduction. ○ 5 page translation of Introduction: In case of emergency. ○ 2 page translation of Hot work permit. ○ 12 page translation of Report of Accidents at Work. ○ 8 page translation of Map of chemical locations and basic risks. ○ 4 page translation of News “Government deals with situation of thousand of jobless persons come back home”.

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	<ul style="list-style-type: none"> ○ 4 page translation of Authorized signatories form. ○ 50 page translation of Announcement from Ministry of Industry about industrial waste. ○ 1 page translation of Landfill guidelines. ○ 6 page translation of Working Introduction: Carry industrial waste out of the factory area. ○ 6 page translation of Report of Industrial waste. ○ 20 page translation of Report of Damage in Container (Vietnam). <p>- <u>Thai into English:</u></p> <ul style="list-style-type: none"> ○ 2 page translation of Service request form: Domain, Email, Proxy and RSD Card. ○ 5 page translation of Introduction: In case of emergency. ○ 2 page translation of Hot work permit. ○ 4 page translation of Authorized signatories form. <p>- <u>Vietnamese into English:</u></p> <ul style="list-style-type: none"> ○ 1 page translation of “French – Vietnam Industry Forum” invitation letter.
May 2009	Participating 7 th ASEAN Youth Cultural Forum at Nakhorn Pathom and Bangkok, Thailand, AUN’s annual activity dedicated to young people who are talented in dance, music and song. The activity aims to bring together cultures and traditions from the ASEAN countries for participants to share.

3. Employment history: 5 years of experience in Thai related jobs.

<u>1. Translator:</u>	<p><u>Feb 2009 - present</u>, working as Thai – English - Vietnamese translator for many companies, such as:</p> <ul style="list-style-type: none"> - <u>Thai into Vietnamese:</u> <ul style="list-style-type: none"> ● 7 page translation of <i>Vinceré Acne Skin</i> Brochure (Feb 2009) ● <i>L.A.S.T.A JSC</i>: <ul style="list-style-type: none"> - 2 page translation of script summary (May 2009). ● <i>GM. Pro Media</i>: <ul style="list-style-type: none"> - 150 minutes translation of Amazing World program (no script) (Feb 2010). ● <i>Võ H ng translation service</i> (Apr 2010 – present) <ul style="list-style-type: none"> - 1 page translation of CPAC pile (Apr 2010) - 1 page of PP glass label (Jul 2010) - 1 page translation of asylum application (Feb 2011) - 1 page translation of Tiger methyl salicylate (Feb 2011) - 2 page translation of Golden Rat organic fertilizer (Feb 2011) - 1 page translation of diploma degree (Mar 2011) - 5 page translation of begging relics of the Buddha (Sep 2011) - 2 page translation of shrimp food (May 2012) - 1 page translation of stamp ink (May 2012) ● <i>Chep Vang Chanh Co., LTD</i>: <ul style="list-style-type: none"> - 2 page translation of Mister Muscle Windex Glass cleaner (Jun 2010) ● <i>Pham Lu Gia Translation service</i>: <ul style="list-style-type: none"> - 1 page translation of mousetrap (Feb 2011) ● <i>Siam Cement Group</i> (May 2011): <ul style="list-style-type: none"> - 32 page translation of roman tile installation manual from Thai into Vietnamese. ● <i>Trieu Hai translation service</i>: <ul style="list-style-type: none"> - 2 page translation of marine (Nov 2011)
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	<ul style="list-style-type: none"> • <i>Galaxy translation and consultancy company</i> <ul style="list-style-type: none"> – 2 page translation of limestone and antimony manual (Feb 2012) – <u>Vietnamese into Thai:</u> <ul style="list-style-type: none"> • <i>Võ H ñng translation service</i> (Apr 2010 – present) <ul style="list-style-type: none"> – 11 page translation of the opening of master’s thesis (Feb 2011) – 1 page translation of The miracle wand (Feb 2011) – 9 page translation of letter to Sangha Supreme Council of Thailand (Apr 2011) – 1 page translation of list of products: Vietnamese food (Nov 2011) • <i>BeeAds Co., LTD:</i> <ul style="list-style-type: none"> – 6 page translation of Song Dep script (May 2011) – <u>English into Thai:</u> <ul style="list-style-type: none"> • <i>Võ H ñng translation service</i> (Apr 2010 – present) <ul style="list-style-type: none"> – 1 page translation of cookware set (Jan 2012) – <u>English into Vietnamese:</u> <ul style="list-style-type: none"> • <i>Lucky Star Universal Co., LTD:</i> <ul style="list-style-type: none"> – 1 page translation of Lucky Star freezer leaflet (Aug 2009) • <i>Phenitex Co., LTD</i>, translating the knitting machine manuals (7 books) <ul style="list-style-type: none"> – 74 page of SSG SIG Instruction manual for safety use (Apr 2011) – 202 page of SSG122 Instruction Manual - Operation, maintenance (Apr 2011) – 126 page of SSG SIG Basic Preparation (Oct 2011) – 82 page of SSG SIG Training manual - Structure General (Oct 2011) – 196 page of NSSG 122 Instruction manual Operation Maintenance (Oct 2011) – 145 page of Error message list (May 2012 – June 2012) – 79 page of NSSG 122, NSIG 122: DSCS: Instruction Manual (May 2012 – June 2012)
<p><u>2. Interpreter:</u></p>	<p><u>Aug 2007 – present:</u> working as Thai – Vietnamese interpreter for many companies, such as:</p> <ul style="list-style-type: none"> – <i>Black Ornica Co., LTD (Thailand)</i>, selling jewelries, gems at Thailand Exhibition HCMC 2007 (Aug 2007). – <i>Amway Corp., Thailand</i> (Feb 2008): market researching. – <i>Thailand Conference of Quality</i> (Apr 2008). – <i>Thailand Conference of Software solutions</i> (May 2008): introducing finger scan machine and hotel management software. – <i>Siam General Engineering Co, LTD. at Metalex 2008</i> (Oct 2008): introducing about metal cutting machine. – <i>Campina Co., LTD</i> (Jan 2009): interpret for internal meeting. – <i>Lori Co., LTD</i> (Feb 2009): interpret for internal meeting. – <i>Orion Food Vina Co., LTD</i> (Jun 2009): marketing research. – <i>Maxwell Tunneling Co., LTD</i> (Jun 2009): purchasing machines of construction. – <i>Hien Long Co., LTD</i> (Aug 2009): interpret for internal meeting about importing fruit from Thailand. – <i>Thailand Exhibition HCMC 2009</i> (Aug 2009): introducing about freezing machines. – <i>Lucky Star Universal Co., LTD</i> (Aug 2009): meeting customers. – <i>International Exhibition Vietbuild 2009</i> (Sep 2009): Ana Valve Manufacturing Co. LTD about water valves

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	<ul style="list-style-type: none"> – <i>Food and Hotel exhibition 2009</i> (Oct 2009): introducing about spa supply. – <i>Metalex 2009</i> (Oct 2009): booth assistant of B&B Solimac Group: introducing about sand dish in industry. – <i>Prof. Wichitra Chalermchaichana</i> of University of Thai Chamber of Commerce (Jan 2010): making research about hotels in Asian (Southern Vietnam zone). – <i>S.C. Artistry Co., LTD.</i> (Feb 2010): working on open new representative office in Vietnam. – <i>Prof. Wichitra Chalermchaichana</i> of University of Thai Chamber of Commerce (Apr 2010): making research about potential investments in car care, instant food and restaurants in Vietnam. – Forum “Shared vision for future success” at <i>Exhibition on Thai Education</i> (May 2010) – <i>The 6th Vietnam International Transport and Motor Technology Show</i> (Jun 2010) – <i>Thailand Trade Exhibition 2010</i> (Aug 2010): interpret for Ana Intergroup Co., LTD about water supply. – <i>ASEAN Logistics Network – Bussiness matching</i>, held by The office of Trade Logistics, Department of Export Promotion (DEP) (Oct 2010) – <i>Magic Black board</i> (May 2011): open new market in Thailand. – <i>Ky Lan Co., LTD</i>, (Jul 2011): interpret for Thai engineer to fix the steam cooker system. – <i>Hi p Phát Co., LTD</i> (Aug 2011): interpret for Ben-Hur Group (Thailand) came to visit Hi p Phát Co., LTD and joined Made in Thailand Fair 2011. – <i>Eclipse Co., LTD (English)</i> (Sep 2011): interpret for English CEO and Thai staff making market research in Vietnam. – <i>Metalex Vi t Nam 2011</i> (Oct 2011): interpret for Eclipse Co., LTD. – <i>Thitikorn (Thailand)</i> (Jan 2012): marketing research. – <i>VN Translation agency</i> (May 2012): interpret for Thai expert, discussing about establishing the legal department of Viet Kim Joint Stock Company. – <i>Phe Ni Co., LTD</i> (May 2012): interpret for General Manager about computerized knitting machine. – <i>Sannatech Futsal Club</i> (Jun 2012): interpret fpr coach (Thai) of Sannatech Futsal club, participating the 2012 Vietnam National Futsal Champion. <p><u>Jun 2009 – Dec 2011</u>: Working as interpreter for coach (Thai) of <i>Tam Nhat Minh futsal team</i>.</p> <p><u>Mar 2010 – Oct 2010 and Jun 2011</u>: Working as interpreter for training course about textile machine at <i>Phenitex (Thailand) Co., LTD</i></p> <p><u>Oct 2010 – Dec 2010</u>: Working as interpreter for 2 performance experts (Thai) at <i>Sao Mai Diem Hen 2010</i>, a TV contest of music, held by VTV3 channel and Dong Tay Promotion.</p> <p><u>Sep 2011 – Mar 2012</u>: Working at interpreter for Vietnamese patients at <i>Superior A.R.T (Thailand)</i>.</p>
<p><u>3. Tour guide:</u></p>	<p><u>Apr 2011 – present</u>: Thai speaking tour-guide:</p> <ul style="list-style-type: none"> - Apr 2011: Dalattour Travel: <i>Saigon – Vung Tau – Cu Chi</i>: 27 pax - Jul 2011: Holiday Indochina Travel: <i>Saigon – Mui Ne – Dalat</i>: 15 pax - Jul 2011: Holiday Indochina Travel: <i>Tay Ninh – Saigon</i>: 9 pax - Sep 2011: <i>Saigon City tour</i>: 2 pax - Oct 2011: VC Tour: <i>Saigon City tour</i>: 28 pax - Nov 2011: Holiday Indochina Travel: <i>Saigon – Mui Ne</i>: 17 pax

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	<ul style="list-style-type: none"> - Dec 2011: Companion Travel: <i>Saigon – Dalat</i>: 36 pax - Dec 2011: <i>Dalat</i>: 7 pax - Dec 2011: Companion Travel: <i>Saigon – Dalat</i>: 41 pax - Dec 2011: <i>Saigon – Dalat – Mui Ne</i>: 3 pax - Jan 2012: VC Tour: <i>Saigon City tour</i>: 5 pax - Jan 2012: Companion Travel: <i>Saigon – Dalat</i>: 63 pax - Feb 2012: <i>Saigon – Cu Chi Tunnel</i>: 3 pax - Apr 2012: <i>Saigon City tour</i>: 3 pax - Apr 2012: Dalattour Travel: <i>Saigon – Dalat – Mui Ne</i>: 22 pax - Apr 2012: Yim Tourrist: <i>Saigon – Can Tho</i>: 5 pax - Apr 2012: Asia Wonder Travel: <i>Cosmobeaute Exhibition</i>: 8 pax - May 2012: Lua Viet Travel: <i>Tay Nguyen – Saigon – Mekong Delta – Nha Trang – Qui Nhon</i>: 22 pax
<u>4. Tutor:</u>	<p><u>Oct 2007 - present:</u> working as Vietnamese - Thai tutor for foreigners and Vietnamese, such as:</p> <ul style="list-style-type: none"> – Teaching Vietnamese for Taiwan student (Oct 2007 – Feb 2008) – Teaching Vietnamese for Operation Manager of Mettler Toledo (Thailand) Limited. (Jul 2008 – Oct 2008) – Teaching Vietnamese for Financial Manager of Campina Co., LTD (Nov 2008 – Jan 2009) – Teaching Vietnamese for General Director of Vina Kraft Co., LTD (Mar 2009 – Apr 2009) – Teaching Vietnamese for General Director and staffs of C.P Packaging Co., LTD. (Jan 2010 – Mar 2010) – Teaching Thai for Vietnamese staffs of C. P. Co., LTD (Jan 2010 – Mar 2010) – Teaching Vietnamese for Thai staffs of Super Gas Co., LTD (Jan 2011 – Mar 2011) – Teaching Vietnamese for Production Manager and Warehouse Chief of C.P Packaging Co., LTD (Feb 2011 – Mar 2011) – Teaching Thai for General Director of An Viet Long Co., LTD. (May 2011)
<u>5. Sales:</u>	<ul style="list-style-type: none"> - Sep 2007: Selling mooncakes for Kinh Do Corp. - Nov 2009 – May 2010: Working at sales department for Tropicalife brand, Tan Ky Co., LTD.
<u>4. Languages:</u>	
<p>Vietnamese (mother language, Southern dialect). English: intermediate. Thai: advance (graduated at HCM University of Social sciences and Humanities, major in Thai).</p>	
<u>5. Specialist:</u>	
<p>Economics, trading Social sciences and humanities. Education</p>	
<u>6.Skills:</u>	
<p>Good at communication and presentation. Enthusiastic Eager for learning</p>	

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High responsibility
Flexible.
Healthy.

7. Computer skills:

- MS Office 2007 (Word, Excel, PowerPoint)
- Adobe Acrobat 7.0
- Internet ADSL

8. Available working time:

- 4-7 hours / day
- Monday to Friday
- Average speed: 5 pages x 300 words = **1500 words / day.**
- Special prices for holidays and overtime.

9. Other agreement:

- To avoid any misunderstanding, please confirm all agreements **by email** before start working on the project.