

Resume


I'm a freelance linguist with 8+ years of experience in the localization industry.


During my time of work, I have also been exposed to a team lead position in many projects to monitor progress, ensure goal attainment, and nurture good relationships across the team(s) as well as externally.

Beside the linguistic services that I can provide, I would love to offer my knowledge and skills from working as a team lead to support growth and development.

Contact information

 Nguyễn Huyền Trang

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Work experience

Project Manager (Remote, Contract)

wikiHow Vietnamese, Hanoi, Vietnam – (Jun 2016 - Jan 2023)

- Recruited qualified translators and editors to join the team via tests/online interviews.
- Managed a team of 10 linguists, assigned and monitored projects to ensure progress.
- Reviewed and monitored translation quality, and reported to senior managers as needed.
- Nurtured and developed relationships with and within the team remotely.
- Managed the site's content and community.
- Provided necessary guidelines and support to the team.

Language Specialist (Remote, Contract)

WeLocalize, Hanoi, Vietnam – (since Jan 2021)

- Participated in online meetings to brainstorm and carry out plans.
- Created guidelines/style guide for client's linguistic projects.
- Produced glossaries.
- Collaborated and prepared training decks for Vietnamese team.
- Performed translation QC/QA and provided feedback.
- Provided linguistic support and wrote weekly brief.
- Worked as back-up reviewer.

Translator/Editor (Remote, Freelance)

GTE Localize, Hanoi, Vietnam – (Oct 2018 - Present)

- Translated different documents, including literary, technical, scientific, legal, research, educational, and commercial materials.
- Followed industry quality standards and client's instruction.
- Used highly specialized translation software to encourage efficiency and consistency.
- Collaborated with subject matter experts and other colleagues to understand technical texts.
- Followed up to ensure understanding and satisfaction.

Audiovisual Translator/Editor (Remote, Freelance)

GoLocalise (UK) | Zoo Digital (US) | Pixellogic Media (US) | Qnet Entertainment (VN)
– (Jun 2015 - Present)

- Translate video scripts/subtitles for multiple channels/video streaming platforms
- Perform QA/QC
- Collaborate with voice artists, technicians and project coordinators.

Content Translator/Editor (Remote, Contract)

Bright Side - TheSoul Publishing, Hanoi, Vietnam – (Mar 2019 - Mar 2020)

- Maintained relationships with and within the team via multiple communication platforms.
- Assisted HO in recruiting qualified translators, editors and voice-over artists for the team.

- Brainstormed on localizing channels' brandnames.
- Translated and edited video scripts.
- Reviewed final video content before publishing.
- Provide linguistic services and support.

Content Creator (Remote, Contract)

Lostbird, Hanoi, Vietnam – (Jan 2019 - Jul 2019)

- Researched industry-related topics.
 - Prepared well-structured drafts using digital word processing and publishing platforms.
 - Edited and proofread written pieces before publication.
 - Identified readers' needs and recommend new topics.
 - Illustrated articles.
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Skills

Notion, Slack, Microsoft Teams, ClickUp, Google Products



I enjoy using productivity applications, and find them very helpful when it comes to management work.

Teamwork, Communication, Time Management, Knowledge of the industry ★★★★★

Being a remote worker for so long, I have acquired the ability to manage myself well, along with skills in effective communication and collaboration.

CAT Tools / Subtitling softwares ★★★★★

I've been using CAT Tools and subtitling softwares for as many years as being a freelance linguist.

Languages

Vietnamese

Native speaker

English

Proficient speaker

Education

Bachelor's Degree - Business English

2004 - 2008

Non-violent Communication - Short Course

May 2020

Art of Hosting Training - AoH Asia Learning Village

March 2021