

# Tram Dinh (Arya Dinh)

Translator/ Editor

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## WORK HISTORY

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Feb 2012 - Jan 2015

### ● Tutor

Tutoring students in a one and one session of 2 hours minimum; ensuring their school result; at the same time improving their fluency at the language in general and assisting them in the process of preparing for English language tests such as IELTS, TOEFL or TOEIC

#### **Duties & Competency:**

- Planning, preparing, and delivering lessons that suits the capacity of individual students;
- Experience with various age groups of English learners;
- Ability to assess the learning capacity of students to maximize learning results through customized materials and methods;
- Deeper understanding and applying of the language through the process of teaching.

### Echo Media Ltd

Feb 2012 - Jan 2021

### ● Translator/ Editor to Manager

- Participating in the translating and editing process of scripts for movies and documentaries broadcasting on channels such as HBO,
- National Geographic Channel, BBC, etc in a timely manner

#### **Duties & Competency:**

- Oversee the translating and subtitling process for various TV channels
- Translate movie scripts from English to Vietnamese and vice versa; manage groups of freelancers and new, inexperienced translators
- Editing and censoring translated files following certain requirements deemed fitted for broadcasting in Vietnam
- Work on documentaries of various fields and movies of various genre
- Manage translating, subtitling, and voice-over projects, working with clients, translators, and VO talents
- Develop knowledge in various social fields
- Deeper understanding of the use of English and Vietnamese language (both academically and generally)
- Good time management to complete projects
- Manage working time to meet tight broadcasting schedule, deadlinesBuild up an effective telecommuting arrangement

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Feb 2015 - Present

### ● Freelance Translator

Have experience working as a freelance translator, undertaking translating work for movie scripts, TVC, books, documents, etc.

## CORE COMPETENCIES

- IELTS band score 8.5
- Good time management skills
- Effective communication with people of various age group
- Good people skill, good team work

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## EDUCATION

### **Hanoi University**

Sep 2010 - Jun 2015

● *International Study*

| Vietnam

### **Victoria University**

Feb 2014 - May 2014

● *Exchange Program*

| Australia