



BUI THI THANH TRUC

FREELANCE TRANSLATOR

 19-02-1993

 Female

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 anna.truc.bui@gmail.com

 Nationality: Vietnamese



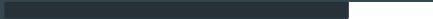
PERSONAL SUMMARY

• A committed and reliable translator with a Bachelor's Degree English Translating and working at ADIDAS. More than 6 years of experience in translating documents from English to Vietnamese and vice versa.

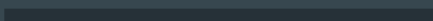
• Want to work as a translator for professional translation companies that offers great opportunities to use my skills and experiences for my personal growth as well as the growth of the translation services.

SKILLS

English



Vietnamese



Microsoft Office



Adobe Illustrator



INTERESTS

- Books
- Music
- Movies
- Traveling



EDUCATION

EASTERN INTERNATIONAL UNIVERSITY

English Translating and Interpreting

OCT 2011 - MAY 2016

- Advanced Translation (English-Vietnamese, Vietnamese-English)
- Advanced Grammar
- Major in Marketing



WORK EXPERIENCE

PLANNER, LEAN, TRANSLATOR FOR VN SAMHO

AUG 2018 - PRESENT

- Check and follow production schedule
- Prepare worksheet for outward processing goods
- Make list and distribute sample to production line
- Make the daily report for production schedule
- Make PPH report and capacity report
- Check 6S
- Check SME
- Translator

TRANSLATOR AND INTERPRETER (PART-TIME)

NOV 2019 – MAY 2020

- Translate brochures and documents
- Write and send newsletters to potential business customers.
- Translate subtitles and descriptions.

ENGLISH TEACHER (PART-TIME)

JULY 2019 - PRESENT

- Prepare and provide grammar and vocabulary lessons
- Prepare test, homework
- Translate, edit lecture



CERTIFICATIONS

- Japanese Certificate (Level N4)
- IELTS 6.0