**Full name:** Nguyen Thi Thuy Duong

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# Summary of Qualifications

Graduate English translator: 2012, Banking University HCMC, English Language faculty;

2013, University of Social Sciences and Humanities, Linguistics

# Personalities

* Hard working and eager for learning new things.
* Having good organization and planning skills.
* Having good communication, research and analysis skills.
* Be able work independently or as a part of a team.

# Translation Experiences

Mid of 2013 – now: Joining RWS (formerly SDL plc) as Vietnamese Translator. Currently leading of translation / review / proofread.

Be able to work on Human Translation and Machine Translation in various types of content

* Koninklijke Philips N.V.

+ Consumers products: Website translation of Sound & Vision, Cosmetology products, Mother & Child care, Household goods, Illumination, Automotive, SEO and other marketing leaflets.

+ Professional healthcare: Interventional Devices & Therapies, Interventional X-ray, MRI Systems & Solutions, Patient Monitoring, Ultrasound products, Instructions for Use and User Guides materials.

 - Parexel: Informed Consent Forms and Clinical report materials

 - Hillrom: Medical devices

 - Lumileds: Website translation of LED Lighting products.

 - Alibaba: SEO works

 - Amazon: SEO works

 - Akamai Technologies, Inc: Network Security Solutions

 - Sabre Corporation

# Other Working Experiences

2011 – 2012: ILA Vietnam Teaching Assistant

2010 – 2012: Translating some documents for Association for Promoting Education in HCMC Banking University

# Computer Skills

SDL Trados Studio

Word, Excel, PowerPoint

Knowledge of the Internet and E-mail