

Hai Anh Teixeira

English Vietnamese Freelance Translator

Email: haianh.teixeira@gmail.com | Tel: 0934508002

Profile

<i>Full name:</i>	<i>Hai Anh Teixeira</i>	<i>Skype:</i>	<i>Haianh.ctrl</i>
<i>Date of birth:</i>	<i>29-12-1987</i>	<i>Tel:</i>	<i>(+84) 934508002</i>
<i>Sex:</i>	<i>Female</i>	<i>Marital status:</i>	<i>Married</i>
<i>Address:</i>	<i>198 Nguyen Tuan, Hanoi</i>	<i>Translation rate:</i>	<i>Please find enclosed "Fee Schedule for Commissioned Translation Work"</i>
<i>Email:</i>	<i>Haianh.teixeira@gmail.com</i>		

Languages

- English
 - Vietnamese
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Skills & Expertise

Translation	Proofreading	Sales Management	Microsoft Office	
English Teaching	Transcription	Marketing Research	SDL Trados Studio 2011	
Subtitling	Editing	Project Management	Construction	AutoCad

Experience

English - Vietnamese Freelance Translator

January 2009 - Present (5 years 2 months)

- I have the privilege of working with some of the most well known companies in the worlds, who are listed as below:

Telecommunications & IT

Panasonic, Ministry of Information and Technology of Vietnam, VNPT (Vietnam)

Financial, Banking, Insurance & Business

Liberty ITB UK&Europe, Lonergan Research PTY LTD (Australia), Sunderland University (UK), University of Bolton (UK), Northumbria University (UK), California Mirama University (USA), Asia Commercial Bank (Vietnam), Manulife, Arcare.

Politics

EU Delegation in Vietnam

Advertising /Marketing

Fusion Media LTD (Spain)

Construction

Petrovietnam Construction JSC (Vietnam), Big C (France and Vietnam),

Beauty

Lancôme, Dior

Education

Dalarna University (Sweden), Asia E University,

Other translation agencies: ComTranslation (Spain), President Translation Service Group International (China), iCentech Limited (Hong Kong), Translators Unlimited, LLC (USA), Gateway Languages (USA), Media Movers,Inc (Canada), Viet Translation Agency (Vietnam), Duc Linh JSC (Vietnam), CCJK Technologies (Hongkong).

and many other individual customers in the world.

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- Services: Translation, Proofreading, Subtitling, Transcription
- Specialty fields: beauty, banking and finance, cinema/ film, education, construction, electricity, electronic, furniture, legal document, law (general), marketing, music, media, tourism and travel.

Interpreter/Sales Supervisor at Sunwood Vina Co., LTD – SUNCHANG ITS (Korea)

July 2012 – July 2013 (1 year)

- Translating emails, letters, documents, contracts of the project from English to Vietnamese and vice versa, which covered many areas: design, furniture, wood technology.
- Interpreting in meetings, conferences (English – Vietnamese).
- Managing current customer accounts by keeping regular in touch with the customers, following up their new projects and identifying opportunities for sale, providing timely and competitive quotation of wooden door, furniture, floor and art-wall.

English Instructor - Private-Held

May 2007 - May 2012 (5 years)

- Instruct students to prepare for their university exam
- Instruct learners with 4 skills: listening, speaking, writing and grammar

Marketing Agent at Energlobe Technologies (Philippines)- Part time

July 2012 - April 2013 (10 months)

- Formulate, direct and coordinate marketing activities and policies to promote products (Energy Efficient Technologies) in Vietnam
- Using the knowledge about the products and interpreting all technical specification from English into Vietnamese to liaise with a range of stakeholders including customers, colleagues, suppliers and partner organizations;

Related Experience

Sale Account Manager at Viet Phap Equipment JSC

January 2009 - May 2012 (3 years 5 months)

- Responsible for the sale team of seven people; supervising, motivating and monitoring sales team performance as well as closely report to the senior sale manager;
- Responsible for foreign purchase and sales business including translating all bidding tenders, official letters, emails, meeting minutes, phone calls from English to Vietnamese and vice versa in the field of electricity, electronic and construction.
- Negotiate with lighting product/ switch and socket suppliers from Switzerland, France, Italia, China to become their official distributor in Vietnam.
- Develop pricing strategies, balancing firm objectives and customer satisfaction.
- Design, draw up and edit catalogue of a new lighting product of the company (known PHOENIX) (including specification, measurement, photo, application etc.)

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Translation Projects

- Reviewer (EN>VI, Mastering sales essentials - CrossKnowlegde). 2014
- Translator/ Website localizer **www.investing.com** (EN>VI, financial portal). More than 35.000 words, 2014
- Subtitling - Movies (Getaway, Gravity 2013); Documentary (Silence in The House of God); TV Show (The Mistress - 10 Episodes; Dr. Finlays - 7 Episodes). 2013 - 2014. **Ongoing project.**
- Translator/ Localizer (EN>VI, **Lancôme** Brochure). 2014
- Translator/ Localizer (EN>VI, **Dior** App for Ipad, 14.000 words). 2014
- Translator/ Audio recordist (EN>VI, VATI Survey). 2013
- Translator/ Website localizer (EN>VI, **EU Delegations in Vietnam**). More than 37.000 words, 2013
- Translator – Manday_SME Transformation (Bidding tender). Around 60.000 words, 2013
- Proofreading – Financial Statement (VI>EN, Banking and Finance). More than 57.000 words, 2013
- Reviewer - UI template labels localization (EN>VI, telecoms). Around 15.000 words, 2013
- Translator – Decillion & GlobalReach (EN>VI, IT). Around 18.000 words, 2013
- Translator - Manulife Asset Management (EN>VI, Insurance). Around 32.000 words, 2013
- Translator - Company Charter - Song Da 5 (VI>EN, Legal/Contracts). Around 22.000 words, 2013
- Translator - **Panasonic** home appliances: washing machine, air-conditioner, blender, juice maker, etc. (EN>VI, Telecoms). Around 35.000 words, 2013 - 2014. **Ongoing Project**

(References available at: www.panasonic.com.vn)

- Translator - National Technical Regulations on DVB-T2 Terrestrial Television Broadcasting (VI>EN, IT). Around 30.000 words, 2013
- Translator/ Website localizer - Features and Specification of VIERA TV series, camera and phone – **PANASONIC** (EN>VI, Telecoms). Around 100.000 words. **Ongoing Project**

(References available at: www.panasonic.com.vn)

- Translator/ Interpreter - Supply and Installation of Sunwood Furniture Contracts, Bidding Tenders (VI>EN, Engineering). Around 50.000 words, 2012-2013
- Translator/ Interpreter - Contracts and Bidding Tenders of “Supply and Installation of Electricity System” (VI<>EN, Furniture). Around 200.000 words, 2010-2012
- Writer - Business Environment and Strategic management – Strategic Analysis of RIM (Northumbria University - UK) (English, Banking and Finance). 4.583 words, 2012
- Writer - The volatility of the stock market and detection of volatility regime effect on Vietnam’s Stock Market in the period of 2006-2010 – Dissertation - Northumbria University (UK). (English, Banking and Finance) 32.110 words, 2012
- Writer - The necessity of a customer relationship management (CRM) to retain loyal customers at the Asia Commercial Bank– Dissertation - University of Bolton (UK). (English, Banking and Finance) 22.114 words, 2012
- Translator - Strategic Human Resource Management – Assignment - University of Bolton (UK). (VI>EN, Banking and Finance) 8.028 words, 2012
- Translator - Safety and precautionary measures for the handling of Polyurethane systems. (EN>VI, Technical), 6.524 words. 2012
- Translator - Building an E-marketing plan for the Commercial Bank to maintain existing customers and develop new customers – Assignment - University of Bolton (UK).(VI>EN, Banking and Finance) 5.646 words, 2011-2012

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- Translator - Managerial Challenges of Change – Assignment - University of Bolton (UK).(VI>EN, Banking and Finance) 6.748 words, 2011
- Translator - Solutions to Develop Bank Card Business Activities of Vietinbank Hoan Kiem - California Mirama University (USA) and Hanoi University (Vietnam). (VI>EN, Banking and Finance), 10.559 words, 2011
- Translator - Research on Improving Pedagogical Internship In Bac Ninh Teacher College - Dalarna University (Sweden). (VI>EN, Education), Around 14.000 words. 2010-2011
- Translator - Renovating the English Curriculum at Hanoi University of Agriculture - Dalarna University (Sweden).(VI>EN, Education), 15.079 words. 2011
- Subtitler - Subtitling and transcreation for Olympic 2012 events (for Media Movers), 2012
- Translator and reviewer - Translating and proofreading: Data survey, Cosmetic magazine, Brand Health questionnaire (for PTSGI translation agency). (EN>VI, Marketing), Around 18.000 words, 2012-2013
- Translator - Bidding tender for pest control services (for PTO Vietnam). (VI>EN, livestock management), Around 6.000 words. 2011
- Translator - Bidding tender of Beer factories in Nghe An and Vung Tau provinces (Vietnam) (for Polycy Company). (VI>EN, Engineering), Around 23.000 words. 2010
- Translator - Anti termite for the buildings (for Vietnam Ministry of Foreign Affairs). (VI>EN, Chemical), Around 12.000 words. 2010
- Translator - Tender document in constructing highway from Noi Bai Airport to Lao Cai (for Getinsa Consultant). (VI>EN, Engineering), Around 18.000 words. 2009-2010
- Translator - Bioenergy Investment Project (for Green Environment JSC). (VI>EN, Engineering), Around 9.000 words, 2009-2010
- Translator - Technical manual about soil, sand, metal, L&W Micrometer, Theta Lab (for Duc Linh JSC).(VI>EN, Manual and Guide), Around 30.000 words. 2010
- Translator - On government centralization and fiscal referendums. (EN>VI, Finance) Around 10.500 words. 2010
- Translator - Statement of accounts and balance sheet (for Liberty IBT UK) (EN>VI, Finance). 2012

And many other smaller projects coming daily with less than 4.500 words each

Education & Certificates

National Economics University, Vietnam

Bachelor's degree, Banking and Finance, 2005



ProZ.com Certified PRO Network Certificate (Vietnamese to English)

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Recommendation

"Hai Anh has worked with me in a couple of translation projects as a service provider. Her swift response has impressed me most where all of inquiries were answered quickly just like she sat next to me in the same office! It saved me a lot of time to coordinate the projects. Furthermore, her professionalism has been well proven when following strictly specific requirements including, but not limited to, document formats, terminology and deadline. I would be happy to collaborate with her in more projects to come in the future. Highly recommended!"

— Hoang Gia Hai Hoang, was Hai Anh's client

“Reliable, provide good work timely. Will definitely work with her again.”

— Janice Lee, Outsourcer

Other reference available upon request