**CURRICULUM VITAE**

**LANGUAGES**

Native: Vietnamese

Language Pairs: Vietnamese to English and English to Vietnamese.

TRAINING AND EDUCATION

## 2001-2006

## Hanoi University of Technology, Ha Noi, Viet Nam

*Good Bachelor of Art* (B.A) Degree, Faculty of Foreign Languages (English for Science and Technology)

**March, 2007**

Training course on CAT tools usage, Language Expertise, and Project Management

**September, 2007**

Training course on Microsoft Localization Tools

**December, 2007**

Training courses on Language Lead skills, Oracle’s Localization Tool and QA Process

EXPERTISE AND SKILLS

**Specialization** – Sales, Software, Hardware, Internet, Networking, Telecommunication, Computing, E-commerce, E-learning, Marketing, CRM (Customer Relationships Management), ERP (Enterprise Resources Planning), Mechanics, Electronics, Electrics, Finance, Foreign Trade, Medicine, Law, Economics, Automation, Automobile, Machinery, Chemical, Biology

**Localization skills** - I proudly have in-depth knowledge about localization, globalization and internationalization. I can handle such CATs like SDL Trados Studio 2007, 2009, 2011, 2014, 2017 Trados Freelance 7, Trados Multiterm, Wordfast Pro, HyperHUB, Idiom Workbench, Idiom World Server, MemoQ...

**Linguistic skills** –I have a great command of English especially English for Specific Purposes. Over eight years working as a professional translator, editor and proofreader, I can deal with almost all kinds of documents of different formats in different subjects.

**Project management and sales skills -** Having much experience in real localization project management: file analysis, budgeting, scheduling, file preparation, and file format handling; negotiating with customers about the projects, quote, and time of delivery and methods of payment. Taking part in the process of how to develop customers and apply methods of sales for the company.

PROFESSIONAL EXPERIENCE

**13 years of experience in Translation and Interpretation**

**8 years of experience in Localization industry and project management**

**7 years of experience in sales and marketing in Localization industry**

EMPLOYMENT RECORDS

###### March 2007- To date

**Translation Company in Vietnam**

* ***As a translator***
* Translate, edit and proofread documents of different subject matters using Computer-Assisted Translation Tools (CAT Tools). Translate documents of all fields, expertise in technical and engineering document.
* Deal with documents of various fields and formats.
* ***As a project manager, account manager and salesman***
* Analyze and schedule projects.
* Set up project team and keep track of the workflow
* Communicate with clients, project team and freelancers
* Keep track of the project budget
* Negotiate with customers signing contracts with the company
* Issue invoices, quote and time of delivery and methods of payment
* Get involved in the process of how to develop customers and apply methods of sales for the company
* Receive and register projects from clients then assign to specific PMs for production and deployment
* **As a freelancer**
* Translate, edit and proofreading the projects assigned.
* Handle the task of a QA for the whole project.

###### February 2006 – August 2006

**Information Section, Vietnam Cleaner Production Centre, Hanoi University of Technology, Institute of Environmental Science and Technology**

***As an internship for the position of interpreter and translator***

* Interpret for foreign experts in training courses, assist with on-site interpretation. Interpret in formal and informal meetings, conferences and assist the vice director of VNCPC in working with foreigners.
* Translate written documents which are mainly company reports, summary reports of projects or legal documents as well as technical and environmental guides and materials.

**September 2006 – January 2007**

**VICOMIEN Investment Transaction Floor Joint Stock Company**

***As a Salesman and Translator***

* Translate legal texts, contracts, written documents, company reports of projects serving for business purposes**.**
* Deal with projects and contracts of marketing and purchasing such products as automobile equipment, machinery and replacement*.*
* Survey and make reports on the consumption demand of the customers to the products of the company.

**September 2003 – to date**

* Freelance translator for many international companies

# TOOLS

###### *CAT Tools*

|  |  |
| --- | --- |
| Trados 2007/2014/2017SDLXWordfast | Google Translator Toolkit, XTMCatalyst, Logoport, AcrossIdiom Workbench, LocStudio, Hyperhub, MemoQ, Memsource Editor… |

**DTP Software**

InDesign CS 2, Illustrator CS 2, QuarkXPress 7.0, Frame Maker 7, Acrobat Professional 7

**OCR Tools**

ABBY FineReader 8

**Data Archiving**

WinZip 10, WinRar 4.0

**Others**

Xbench, Word, Excel, Outlook, E-mail, many web applications, etc.

PROJECTS INVOLVED

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of project** | **Nature of project and Expertise** | **Volume** | **Role played** |
| **Localization/Software** | Cisco: Steps to Success Google: Docs, Mobile, Maps, Earth, Picassa, Calendar  | **+ 200k**  | **Project manager, Translator** |
| **Localization/Software** | Google: Gmail, Calendar, Bloggers, Confucious Microsoft  | **+150k** | **Project manager, Editor** |
| **Localization/Software****Medical** | Google Booksearch, Google Gears Rosetta Siemens Medical Equipment User ManualBenecard pharmacy benefit management services,Disability Rights California,Sybron Dental,Abbot Precision Xtra, Blood test Device,  Disposal Device,EBSCO Health Library Project, Electro-Convulsive therapy for patients detained in hospital, etc. | **+600k** | **QA manager, Editor** |
| **Localization/Software****ERP/CRM/ Accounting** | Success Factor  | **150k** | **Project manager, Translator** |
| **Localization/Technical/Engineering** | Manuals for Operation and Troubleshooting | **150k** | **QA manager** |
| **Localization/Marketing /Finance and Tax** | Moody\_CA#010 Commercial Lending | **140k** | **Translator and Editor** |
| Omega Performance\_product card | **180k** | **Editor and QA manager** |
| **Localization/Marketing and UI** | ENUS-VT\_Epicor | **700k** | **Translator** |

SUMMARY

1. • A fully qualified linguist with a wide and in-depth knowledge about many fields especially technical and software subjects.
2. • Having wide knowledge about localization, globalization, internationalization and CATs.
3. • Being capable to handle localization projects with high quality under strict deadline.
4. • High responsibility, being devoted to work and eager for learning.