

LILY DANG

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Experience

Vinalocalize Translation & Localization JSC

QC Team Leader (2016 – 2019)

- Translate a variety of materials from English to Vietnamese and vice versa, with attention to fact and nuance, so that the intent and tone of the original meaning, the consistency and efficiency is guaranteed (using Computer-Assisted Translation Tools (CAT) like SDL Trados Studio 2019 SP2)
- Edit, standardize, proofread, revise and finalize translated material prepared by other employees. Organize translated material and finalize translation according to set standards regarding order, clarity, conciseness, style and terminology.
- Prepare project reports and documentation; research legal, technical and scientific phraseology pertinent to the assigned translation projects.
- Consult with experts in specialist areas; retain and develop specialist knowledge on specialist areas of translation.

Vietlanguages Translation LTD

Project Manager (2010 – 2015)

- Manage translation and localization projects from beginning to end.
- Developing project plans and workflows, managing time, budget, resources, and quality control.
- Manage projects to localize software, websites and documentation.
- Guide translation vendors and clients through the localization process.

Expertrans Global Co., JSC

Inhouse Team Manager (2007 – 2010)

- Consult, respond to customer inquiries and handle translation jobs.
- Promote good customer relations by consistently providing premier customer satisfaction with a friendly manner, can-do attitude, and willingness to help at all times.
- Act with confidence by answering or finding the answers to customer questions and finding solutions to customer issues.



OBJECTIVES

- Meet new translation company clients
- Meet new end/direct clients
- Network with other language professionals
- Find trusted individuals to outsource work to

EDUCATION

University of Languages & International Studies
(2009 - 2004)

English/Korean Faculty

Hanoi Foreign Trade University
(2010 - 2015)

International Trade Faculty

SERVICES & OFFERINGS

I. Services:

Translation/Review/Proofread

II. Field of expertise:

Cars/Trucks/Automobiles;
Software/Hardware; Information
Technology; Marketing; Medical;
Contract/Business

III. Software/CAT tools:

SDL Trados Studio 2019 (SR2);
MemoQ; Memsources; Smartcat;
Lingotek