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| ***Contact Information***  Mobile: +841672509286    Email:    Birth date: 11th Apr, 1980  Location: Hanoi, Vietnam  Time zone : GMT+7  Favorite Quote:  “Never worry about the failures, worry about the chances you miss when you don’t even try”  Jack Canfield | **HA THI LINH**     |  | | --- | | ***Career Overview*** | | I am a professional interpreter and translator with 12 years of experience in different linguist projects especially in Medical and specialist health care field.  That’s why I am confident to bring you best service and qualified products. |  |  | | --- | | ***Working Experience*** | | **March 2012 - now: Interpreter/ Translator**  Interpreter/translator of Hong Ngoc Hospital – An international hospital belonging to Zinia Cooporation.  Duties include:   * Translate health check, translate bidding of hospital to foreign companies in Vietnam, . * Interpret for meetings and conferences and foreigner doctors and managers. * Preparing paperwork for inhouse training, standup and meeting…   **March 2012 - now: Interpreter/ Translator**  Interpreter/translator of Fostering Innovation through Sciences & Technology – FIRST project - A joint project between Ministry of Sciences & Technology and the World Bank   * Translator, Administrator documents of the project (PIM procurement document, guidelines of the project ) * Do receptionist’s duties: receiving newspaper, incoming mails, faxes, electronics faxes to distribute to relevant staff, answer the telephone, meeting room booking, etc. * Administrator during the meeting, workshop of the projects   **August 2007 - March 2012: Interpreter/ Translator**  Initiatives for the improvement of Poor in Cao Bang Province : A project of Ministry of Agricultural and Rural Development and European Union : Cao Bang Province  Duties include:   * Translator, Interpreter for the project .Translate official and unofficial documents, including regulations, guidelines, policy documents, poverty content, research documents, letters, emails, etc. * Provide oral translation for non-native Vietnamese speakers in meetings and conferences.   Provide oral interpretation for teams on mission to provinces when needed.   * Preparing material in either language (Vietnamese and English) for meetings, conference, training, etc.   **Oct 2006 – April 2007:**  **Temporary assistant and receptionist to the World Bank Office in Hanoi**  **Duties:**  Work as team assistant to Health Sector (Mrs. Kari Hurt); do secretary work, write NOLs letters to send to health projects (VAHIP, HIV prevention projects, filing, do secretarial works)  Work as receptionist of the bank, Do receptionist’s duties: receiving newspaper, incoming mails, faxes, electronics faxes to distribute to relevant departments, staff, answer the telephone, meeting room booking, act.  Experiences in interpreting translating documents of the bank  **June 2003 – Sep 2006 : Interpreter/ Translator**  **Interpreter/translator– Line 2 Project and Lakh Huyen Project (Oriental Consultants)**  Duties include:   * Translator, interpreter from English to Vietnamese * Coordinate with administrative staff in arrange meeting, workshops. * Logistics arrangement for the projects (stationeries, book binding, air ticket buying, hotel arrangement etc…)   Translate official and unofficial documents, including regulations, guidelines, policy documents, poverty content, research documents, letters, emails, etc.  Provide oral translation for non-native Vietnamese speakers  in meetings and conferences.  Provide oral interpretation for teams on mission to provinces when needed. |  |  | | --- | | ***Education & Training*** | | * 1998 - 2002   Hanoi University, English Department , Hanoi, Viet Nam |  |  | | --- | | ***Projects handled*** | | * **General:** Degree and Certificate, Voice-over Conversation and Seminar Transcription, Tourism, Master of Ceremony Script, Conversation Transcription,... * **Marketing:**  Press Release, Advertisement Script, News Article Product Quality Announcement Brochure and Leaflet (*Hair Product, Glue Applications, Hotel, Tourism, Event, Video Game, Hospital, Medical Center, Business Intelligence Software, Data Visualization, Airborne Target, Aircraft, Language Training Center, Motorbike*);  Company Internal Documents (*Interview Script, CEO Letter,* …),  Company Internal and External Newsletters (*Securities, Manufacturing*, …),  Company Profile (*Galvanization, Charity Organization, Chemical, Fertilizer*, ...) * **Journalism:** Articles (*News Articles for Overseas Vietnamese (Canadian Cultures, Breaking News, Politics, Science*, …)) * **Literature:** Tales for Children, Film Script, Application Letter, Photography Magazine, ... * **Business:** Standard Introduction Letter, Financial Statement, Company and Corporation Contract, Sponsorship Letter, Sponsorship Contract, Business Contract, Internal Regulation, NGO Guidance, Indemnity Request Procedure * **Finance:** Stock Market Research Reports (*Daily Market Commentary, Sector Study, Company Research, Economics - Macro Research, Investment Strategy, Fixed Income Report*) * **Technical:** Manual (*Furnace, Oven, Drill Machine, Injection Molding Machine*, ...), Industrial Standard * **Education and Training:** Corporate Internal Training, Application for Associate Professor Title, Entrance Application for Children in US, … * **IT:**  Manual (*Software*); Game Translation (*Introduction, UI, Dialogue*, ...) (*Android & iOS Games*); Corporate e-Learning (*Chemicals Company, Business Intelligence Software*, …); User Interface; Website Translation (*Tourism, Laboratory Equipment, Legal Notice, Terms and Conditions of Use*, …) * **Medical:** Informed Consent Letter, User Manual (*Diagnostic System*), … | |  | |