**LINH, NGUYEN H. K**

**Vietnamese - English translator/ interpreter**

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**Rates**

Translating rate: $0.03 -0.1 per source word

Proofing rate: $0.02 – 0.04 per target word

Transcribing rate: $3.5 – 5 per min

Hourly rate: $30 - 40

**Services:** Translation, Proofreading, Interpretation (consecutive, simultaneous), Subtitling, Voice-over, Project Management, Copywriting, Market Research, Culture training, Teaching (Language Courses), Business promoting.

**Education and training**

* 1993 – 1997: BA in English (honour) – University of Social sciences and humanities
* 1995 – 1999: BA in Business Administration – Van Lang University (Vietnam)
* 2003 – 2005: Master in economic – Solvay business School (Belgium)
* Third party Auditor – Quality/ Environment Management
* Project Management

**Software**

* Microsoft Word/ excel/ power point, Adobe Acrobat, Outlook Express
* SDL Trados, wordfast, Lacviet mtd2002-EVA

**Specialization**

* Marketing/ market research
* Information technology (computer, hardware, software)
* Medical/ Pharmaceuticals
* HR, Management, Economics/ Business/ commerce
* Automotive, electronics and telecommunication
* Social science, sociology
* Legal docs for company forming, audit reports, contracts
* Certificates, diplomas, Licenses, General, conversation, letters
* Tourism & travel

**Experience**

**1999 – 2005**: Full time translator for various industries in Vietnam such as, Shipyard. Garment & textile, food manufacturer, agriculture, electronics, automotive, computer hardware/ software/ system, construction, management consulting. Specialized in translation of website, brochure, leaflets, Quality Manual, work procedures, job descriptions, contracts, audit records etc..

**2005 – 2012**: Exclusive translator/ Interpreter for Vietnam Embassy and Vietnam trade office in Delhi, facilitated Delegates/ Diplomat meetings.

**2012 – Presence**: Freelancers: worked with Accenture, GSK, Smart cube, Insight Alpha,

..and others leading market research companies in Vietnam, India and in EU.

**References and details projects done** available upon request