

**Phạm Thị Quỳnh Mai**Date of birth: **01 Oct, 1980**Address: **Phu Nghia, Chuong My Dist., Hanoi, Vietnam**Mobile: **(+84) 904 211 232**E-mail: **maimorning@gmail.com**Skype: **maimorning**YM: **maimorning****I. WORKING LANGUAGES :** **English to Vietnamese****Vietnamese to English****II. SERVICE OFFER:****1. Services:** Translation, Editing/ Proofreading, Transcription**2. Specialty fields:**

Finance & Banking, Auditing, Development Economics, Business, Commerce; Engineering; Games; Computer; Education & Training; Medical/ Health Care; Travel & Tourism; Printing & Publication; Shows and Events; Generals.

3. Service rate:

- Translation: US\$ 0.04 – US\$ 0.08 per source word (minimum US\$ 5.00/ project)
- Editing/ Proofreading: US\$ 0.015 – US\$ 0.02 per source word
- Transcription: US\$ 1.50 – US\$ 2.50 per minute
- Hourly rate: US\$ 15.00

III. APPLICATIONS & FACILITIES**Microsoft Word/ Excel/ Powerpoint****SDL, SDLX****QuarkExpress****InDesign****Corel Draw****Adobe PDF**

**Asus Laptop, Destop PC, DVD-RW/CD-RW, LCD monitors, Laser printer, A3-sized
Epson Scanner, Fax receiver**

IV. PROFESSIONAL EXPERIENCE:**April 2009 – Present: SELF-EMPLOYED**

- **Full-time Freelance Translator for numerous companies and organizations:** International Fund for Agricultural Development (IFAD), Department For International Development (DFID), World Bank, Vietnam Ministry of Labour, Invalids, and Social Affairs, Massan Resources Corp., Hanoi Building Commercial Joint Stock Bank - HABUBANK, Vietnam Export Import Bank - EXIMBANK, Vietnam Technological and Commercial Joint- stock Bank – TECHCOMBANK, Vietnam Prosperity Joint - Stock Commercial Bank (former name: Vietnam Commercial Joint Stock Bank for Private Enterprises) – VPBANK, Military Bank, Nokia Siemens Vietnam, etc.
- **Collaborating with various publishers and broadcasting channels:** GBS Vietnam Translation, Bach Viet Books, Nha Nam Books, Vietnam Television Magazine, Today TV, VNPT Global, TDN Translation Company, iTV channel (VTC13), CNN Translation Company (Vietnam), etc.

Jan 2008 – March 2009: IMPORT-EXPORT MANAGER, Tumachi Coloration JSC.

- Manage commercial transactions (daily business emails/ phone calls with suppliers, composing contracts/ purchase orders, checking terms, negotiating with partners to achieve mutual favourable conditions etc.)
- Handle and make decision on all matters relating to import-export procedures
- Deal with international payment formalities with bank (Letter of Credit, Telegraphic Transfer,...)
- Translate Company bidding documents, Equipment user guide/ manuals, memoranda, agent contracts, company profile, ...

May 2004 – June 2007: FOREIGN TRADE OFFICER/ OFFICE ADMIN, Russian International Trading and Shipping Co. “VIROSA-98”

- Manage commercial transactions (composing business correspondence, making inquiries/orders, composing contracts/ purchase orders, checking terms, negotiating with partners to achieve mutual favourable conditions etc.)
- Manage transportation of the contracted goods from loading place to the destination by dealing with transportation firms and forwarders
- Prepare bidding documents for various projects
- Translate product documents, including user guides, manuals, catalogues ect. into English
- Interpret for business meetings or conferences between company leaders and foreign partners

- Compile and translate all business documents: contracts, memoranda of understanding, inquiries, offers, missives etc.

Jan 2001 – March 2004: MBA PROGRAMS CO-ORDINATOR/ INTERPRETER, Hanoi School of Business (Hanoi National University)

- Prepare materials for program enrollments
- Promote and market MBA programs over phone and face-to-face meetings
- Be assistant and interpreter for the Manager

2008 – Present: PART-TIME FREELANCE TRANSLATOR

V. BRIEF REFERENCE LIST OF TRANSLATION EXPERIENCE:

(Quoted in order: Project name, client name, source-target language, word quantity)

- Vietnam country strategic opportunities programme (COSOP), IFAD Vietnam, English to Vietnamese, 85370 words
- Country Evaluation Programme (CPE), IFAD Vietnam, English to Vietnamese, 22500 words
- Particular policies on providing settlement and sedentarization support for people in communes and villages facing extreme hardships with a lot of limestone mountains, high gradients and which are prone to frequent natural disasters for the 2011 -2016 period, Committee for Ethnic Minority Affairs, Vietnamese to English, 12480 words
- Convertible Loan/ Facility Agreements, Massan Resources, English to Vietnamese, 130000 words
- Company Standards of Business, Operation, Employment and Health Safety, Nui Phao Mining Company Ltd/ Masan Resources Corp, English to Vietnamese, 11600 words
- Online Banking Services, Habubank, Vietnamese to English, 5500 words
- Internet Banking, Eximbank, Vietnamese to English, 6000 words
- Credit Guideline, VP Bank, Vietnamese to English, 5150 words
- Enterprise Content Management (ECM) and Business Process Management (BPM) Solution proposal, Military Bank, Vietnamese to English, 4200 words
- Vietnam School Readiness Promotion Project/ Ministry of Education and Training of Vietnam, The World Bank, Vietnamese to English, 15000 words
- Service Manuals for various range of measuring and testing equipments, Automation and Technology Transfer Joint Stock Company, English to Vietnamese, 90000 words
- Games/ Mobile Applications for Tethras (Ireland/ USA). Ongoing
- Educational/ Medical/ Notary documents for Academy of Translation (USA). Ongoing
- Market reports/ researches for Nokia Siemens Vietnam. Ongoing

- Quality Reports for Anco Company, Binh Duong Industrial Zone. Ongoing
- Petrol/ Oil/ Environment safety documents for AA Language Services (USA). Ongoing
- Financial statements for numerous companies, English to Vietnamese, 30000 words
- Songs words, singers profiles for iTV channel, VTC13, English to Vietnamese. Ongoing
- Various economic, political, social and cultural news for Today TV. Ongoing
- Marketing and business training documents for McKinsey Hanoi, Vietnam. Ongoing
- Other translations for clients' exclusive purposes.

VI. PUBLICATIONS:

- Doing Business in Vietnam, Ministry of Industry and Trade of Vietnam, Vietnamese to English
- Becoming A Manager, Linda Annette Hill, First News Publisher, English to Vietnamese

VII. EDUCATION AND TRAINING:

Bachelor in International Economics, Hanoi Foreign Trade University

Certificate of International Business Correspondence Language, National Economics University

Certificate of International Business Contract Language, National Economics University

VIII. SAMPLES & REFERENCES:

Available upon request.