






# NAM HOANG HO

ENGLISH - VIETNAMESE TRANSLATOR

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 Binh Dinh, Viet Nam

## SUMMARY

During years at Quy Nhon University, I was assigned to be a monitor in many subjects as well as a group leader. I lead my teams and personally developed interpersonal skills, research ability, strong resistance to stress, and adaptability. At the start of the second year, I worked as an English tutor to teach pupils from secondary to high school, this helped me a lot in enhancing personal mindset and knowledge. I also joined volunteer activities to develop essential skills for later use. In 2022, I earned my a B.A, my desire is to become a professional translator and join an energetic environment so that I can put my knowledge into practice and to pursue my long-term goals: To exchange knowledge and gain experience. Currently, I've been translating and localizing various documents, papers, websites mainly in marketing, technology fields.

## EDUCATION

**QUY NHON UNIVERSITY | QUY NHON, BINH DINH**

ENGLISH STUDIES, BACHELOR 2017-2022

A specialized major focuses not only on English skills practices but also on theoretical knowledge provision of English linguistics to understand how a word is pronounced, the formation of a word, word meanings in different contexts, and methods to construct a complete sentence. Other essential practical subjects promote brainstorming and team-working skills: Translation and Interpreting courses. American, English culture and literature subjects give me a knowledge of their occurrences, histories, societies, customs, and peoples' traits. Aware of core values in every academical subject, I learnt seriously to gain professional knowledge and to build a strong career foundation for personal development in the future.

## EXPERIENCE

**TEACHING | QUY NHON, BINH DINH**

ENGLISH TUTOR 2019 - PRESENT

Created teaching plans and materials based on school programs.  
Assigned periodical tests to evaluate weaknesses and strengths.  
Provided suitable & effective ways for taking in knowledge.  
Solved pupils hardships and difficulties via communication.  
Helped pupils improve language skills and achieve their goals.  
Met parents' requirements of pupils' learning results.

**TRANSLATOR | QUY NHON, BINH DINH**

FREELANCE CONTRACTOR 2022 - PRESENT

Translated documents, tasks assigned by clients.  
Delivered quality translation in a timely manner to clients.  
Made suitable corrections and revision upon clients' requests.  
Formatted various document for designated bussiness purposes.  
Cooperated strictly with project managers and teammates.  
Assisted teammates during translation and revision stages.  
Suggested opinions and constructive advices in projects.  
Experienced in marketing, technology, technical, telecoms-related tasks such as semiconductor, automotive and navigation.

## ABILITIES

Excellent use of Microsoft Word and Excel.  
Solid knowledge in translation & localization.  
Sound research skills for term & information.  
Strong analytical thinking for optimal decisions.  
Proficient at using written and oral skills in English.  
Good listening and team-work skills.  
Fast-learning and quick adaptation.  
Able to handle various format MS, PDF, SRT, AI.  
Extensive experience with CAT tools: Trados, Smartcat and a subtitling software: Aegisub.

## HONORS AND CERTIFICATES

B.A in English Linguistic – Translation and Interpreting from Quy Nhon University.  
B2 Aptis certificate issued by Bristish Council  
Dean's Lister for 4 consecutive semesters ( 2019-2021)  
Certificate for Excellence participation in Youth activities ( 2017-2019)  
8.6 English in National high school exam (2016)

## PROFESSIONAL SKILLS

CRITICAL THINKING  
DETAIL-ORIENTED  
RESEARCH  
TECH-SAVVY  
DEPENDABILITY  
SELF-MOTIVATION