

CURRICULUM VITAE

PERSONAL DETAILS

Name:	Nguyen Duy Tung
Current address:	25 Nguyen Van Cu, Hue city, Thua Thien Hue province
Tel:	+84 54 3846773
Mobile phone:	+84 905954500
E-mail address:	duytung@gmail.com
Nationality	Vietnamese
Mother tongue	Vietnamese
Translation pair	English – Vietnamese; Vietnamese - English

EDUCATION

Degree	B.A. in English (2005-2009)
Major	Translation & Interpretation
Institution	Hue University - College of Foreign Languages
	Accredited Translator by Hue College of Foreign Languages

WORK EXPERIENCE

Position held 2008 - Now	Translator/Interpreter , Foreign Relations Service Centre (FORSCE) – Department of Foreign Affairs of Thua Thien Hue Province, Vietnam
Responsibility	<ul style="list-style-type: none">• Translate administration documents and correspondents, normal documents or technical ones in fields of agriculture, aquaculture, community development issues, HIV/AIDS, construction, medical care, informatics and so on.• Interpret for both informal and formal conversations, meetings, training courses, workshops.
Experience	<ul style="list-style-type: none">• Experienced in translating administration documents and correspondents (decisions, regulations, birth certificate, etc) normal letters and documents, contracts, reports, etc.• Be involved in many medium and big translation projects in various fields.• Be proficient on CAT tools such as Wordfast and Trados.• Enhanced information searching skills through Internet, books and other reference materials.• Some preferred translation fields are agriculture, general medical, environment, business, tourism, etc.• Good report writing skill.• Be good at consecutive and simultaneous interpretation.• Some interpreting activities have been involved in: discuss and workshop interpretation for GVC; field trip and discuss interpretation for VINCONSTEC company, etc.
Position	Internship at Quang Tri Rural Development Program (QRDP), Phase III
Responsibility	<ul style="list-style-type: none">• Translate reports, contract, announcements and other documents in such aspects as agriculture, economy, construction, law...• Interpret for international advisors in formal and informal meetings as well as in tendering approval.

Position	Freelance translator <ul style="list-style-type: none"> Collaborating with Dr. Pham Hoa Hiep (teacher of Hue University – College of Foreign Languages, Head of Translation & Interpretation section).
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RECENT TRANSLATION PROJECTS

Name of project	Description	Outsourcer/Organization
<i>“Thua Thien Hue on its way into a centrally-governed city” publication</i>	50,000 words	People’s Committee of Thua Thien Hue Province
<i>Disaster response manual</i>	22,400 words	Department of Health of Thua Thien Hue Province
<i>Technical report in land clearance</i>	18,700 words	Luks Industrial Limited
<i>AMT instructor manual</i>	21,300 words	HANESbrandINC – Hue Branch
<i>Series of production procedures and IE (Industrial Engineering) documents</i>	15,000 words	HANESbrandINC – Hue Branch
<i>Proposals and technical documents of water supply project (Quang Tri Province)</i>	24,000 words	Quang Tri Water Supply Project
<i>Translation of subtitle of “Fantastic Mr. Fox”</i>	87 mins	Collaborating with Dr. Hiep (http://www.proz.com/profile/568943)
<i>Transcripts from interview and group discussion in healthcare for pregnant women</i>	11,900 words	MCNV – Quang Tri Province
<i>Road safety</i>	12,000	Collaborating with Dr. Hiep (http://www.proz.com/profile/568943)
<i>Safe Migration Report</i>	73,000 words	Nordic Assistance to Vietnam, Hue
<i>Evaluation report for safe migration project</i>	12,500 words	Nordic Assistance to Vietnam, Hue
<i>Proposal for aquaculture project</i>	9,000 words	Nordic Assistance to Vietnam, Hue
<i>Specialized documents on automotive (Piaggio)</i>	32,000 words	GEL
<i>Criminal documents and records</i>	267 pages	Accord Translations

CAT TOOLS AND RELEVANT SKILLS

<ul style="list-style-type: none"> Be proficient in general computer skills, MS Word (2003&2007), Excel, Powerpoint, Adobe Acrobat Reader Professional, Adobe Illustrator, Adobe Photoshop CS 4, Abbyy Finereader Professional 10.0, Nuance Professional. Master CAT tools such as Wordfast (Classic and Pro) and Trados (Trados Studio 2009; Trados freelance 2007; SDL Passolo 2009, SDL Multiterm Desktop 2009, SDLX) Good searching skills using Internet, Google and other facilities.
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RATE AND CAPACITY

<ul style="list-style-type: none"> My rate is negotiable ranging from USD 0.04 to 0.08. Capacity per day: 4000 words Availability for test? Yes
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REFEREES:

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Name	Ph.D. Pham Hoa Hiep
Title	Lecturer, Head of Translation Division-Hue College of Foreign Languages.
Telephone	0914114103
E-mail	hiepsuu@gmail.com
Website	http://www.proz.com/profile/568943
2.	
Name	Mr. Nguyen Thanh Binh
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3.	Grace
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4.	Natalia Cotov
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