

2 years experience Translator: English <> Vietnamese
Service: Translation, Proofreading/Editing, Localization
Address: No. 33 Alley 3/15 Cu Chinh Lan Str. Hanoi – Vietnam
Mobile phone: 098 989 5514
Email: Nam_thanhvu@yahoo.com
Skype ID: nam_thanhvu

LANGUAGE

- Thoroughly familiar with both the culture of the English and that of Vietnamese

FORMAL WORK EXPERIENCE

Translator	Freelance (Full-time)	2011 – Present
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FIELDS OF EXPERTISE

Academic	Transcript, diplomas, degrees, reports
Business	Articles of incorporation, correspondence, marketing, employee questionnaires
Software and Website localization	Games, video games, casino, printed and online documentation, websites, manuals, help files, license agreements and packaging
Finance	Banking and economic texts, newsletters, annual reports
General	Family histories, private correspondence, birth/marriage/death certificates
Legal	Contracts, depositions, lease agreement, legal proceedings, divorce decrees
Media	Press releases, speeches, newsletters, newspaper articles
Medical	Equipment manuals, instructions, operations, research articles, hospital records, procedure descriptions, insurance claims
Pharmaceutical	Package inserts, clinical trial documentation, patient questionnaires
Technical	Construction, automotive, equipment user manual...
Telecom	Proposals, articles, press releases, catalogs
Tourism and hotel	Published guide books, cruise brochures, a stylish operate hospitality, websites, spa and hotel promotions, guest information, accommodation advertisements, a property growth prospectus, travel articles, art exhibition reviews

EDUCATION

- Vietnam National University of Civil Engineering
Bachelor of Building and Industrial Construction 2003

INTERNET ACCESS

- High speed/ Boardband Access, standby from 8:00 am until 8:00 pm Vietnam (GMT+7)

SOFTWARE

- **SDL Trados 2011, MemoQ, Adobe Acrobat X Pro, Microsoft Office 2013 (Word, Excel, PowerPoint, Publisher), Auto CAD 2013**