



TRAN LE MINH

Hanoi, Vietnam

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0904700561

OBJECTIVE

Apply my acquired knowledge and skills to professional work, contributing to the common development of the organization and promoting my personal growth.

WORK EXPERIENCE

OFFICE FOR RESEARCH AFFAIRS, UNIVERSITY OF SOCIAL SCIENCES AND HUMANITIES, VNU HANOI

MARCH 2022 - PRESENT

TRANSLATOR, EDITOR AND RESEARCH AFFAIRS STAFF

- In charge of the University's international publication awarding program
- In charge of the University's international publication program
- Provide English language translation and support for the University's international conferences, seminars, talks, etc.
- Provide English language support for the general work of the University's Board of Directors and Office for Research Affairs.

OFFICE FOR COOPERATION AND DEVELOPMENT, UNIVERSITY OF SOCIAL SCIENCES AND HUMANITIES, VNU HANOI

AUGUST 2018 - FEBRUARY 2022

EDITOR AND REPORTER

- In charge of the English website of the University
- Produce news, articles and other media products for the University in the Vietnamese website as assigned.
- Support the translation of English texts and materials for producing news articles on the Vietnamese website.
- Perform technical tasks using the website's Content Management Software.
- Support other general tasks of the Office.

CENTER FOR MEDIA PRACTICE, UNIVERSITY OF SOCIAL SCIENCES AND HUMANITIES, VNU HANOI

MARCH 2014 - AUGUST 2018

EDITOR AND REPORTER

- In charge of the English website of the University
- + Translate the Vietnamese news articles in the Vietnamese website of the University into English
- + Ensure the permanent information on the organizational structure of the faculties, offices, centers, and institutes of the University is comprehensively up-to-date.
- + Ensure the accuracy in English usage (dictation, grammar, vocabulary use, etc.).
- Produce news, articles and other media products for the University in the Vietnamese website as assigned.
- Support the translation of English texts and materials for producing news articles on the Vietnamese website.
- Perform technical tasks using the website's Content Management Software.
- Support other general tasks of the Center.

FACULTY OF INTERNATIONAL STUDIES, UNIVERSITY OF SOCIAL SCIENCES AND HUMANITIES, VNU HANOI

JUNE 2014 - 2017

FACULTY OF JOURNALISM AND COMMUNICATION, UNIVERSITY OF SOCIAL SCIENCES AND HUMANITIES, VNU HANOI

NOV 2013 - JUNE 2014

OFFICE FOR INTERNATIONAL AFFAIRS AND PROGRAMS

FEB 2011 - MAY 2011

EDUCATION

MASTER: UNIVERSITY OF SOCIAL SCIENCES AND HUMANITIES

2011 - 2014

BACHELOR: UNIVERSITY OF SOCIAL SCIENCES AND HUMANITIES

2007 - 2011

CERTIFICATES & AWARDS

2008-2011

English-Vietnamese translation:

- Timothy Corrigan, *Điện ảnh và Văn học*, Nhã Nam Publisher, Hanoi, 2013.
- Meenakshi Gigi Durham và Douglas M. Kellner (eds.), *Media and Cultural Studies: Keywords, revised edition*, Blackwell Publishing, 2006 (unpublished)

VISITING LECTURER ON ENGLISH FOR INTERNATIONAL RELATIONS

- Teach English for international relations for the students of the Faculty
- Help compile and mark the mid-term and end-term tests of students
- Participate in some extra-curricular activities with students

TEACHING INSTRUCTOR

- Assist the teaching of basic subjects and specialized subjects of the Department of PR&Advertisement
- Assist the compilation of teaching materials and lectures in the field of PR&Advertisement
- Support the organizational and interpretation tasks during events held by the Faculty.
- Take care of the library of the Faculty.

INTERN

- Assist the teaching of basic subjects and specialized subjects of the Department of PR&Advertisement
- Assist the compilation of teaching materials and lectures in the field of PR&Advertisement
- Support the organizational and interpretation tasks during events held by the Faculty.
- Take care of the library of the Faculty.

MAJOR: INTERNATIONAL RELATIONS

MAJOR: INTERNATIONAL STUDIES

GPA: 3.6/4

- Second Prize of Scientific Research at University Level - Title "The intervention of US in the South China Sea issue"
- POSCO Scholarships in 2008 and 2010
- Certificate for Distinguished Youth in 2008
- Certificate for Student of Distinguished academic and extracurricular performance in the period of 2007 - 2011
- Certificate as Volunteer in the United Nations Day of VESAK celebrations 2008
- EFSET English Certificate 78/100 (C2 Proficient) issued on July 8th, 2020. URL: <https://www.efset.org/cert/9S6XeX>
- English Certificate Level C1 issued by Hanoi University on Jan 4, 2021

EXPERIENCES IN TRANSLATION

- Peter P.Rogers, Kazi F.Jalal & John A.Boyd, *Nhập môn Phát triển bền vững*, NXB Thế giới, 2016.
- Ralph Feltham, *Diplomatic Handbook: Eighth Edition*, Martinus Nijhoff Publisher, 2004.
- Derek da Cunha, *The Evolving Pacific Power Structure*, Institute of Southeast Asian Studies, 1996.
- Amitav Acharya, *Whose Ideas Matter? Agency and Power in Asian Regionalis*, Cornell University Press, 2009.- M Chen, *The Strategic Triangle and Regional Conflicts: Lessons from the Indochina Wars*, Lynne Rienner Pub, 1992.

Vietnamese-English translation:

- Nguyễn Văn Khánh, *The Vietnam Nationalist Party (1927-1954)*, Springer Publisher, 2016
- Ulrich von Alemann/Dellef Briesen/Lai Quoc Khanh (eds), *The State of Law: Comparative Perspective on the Rule of Law in Germany and Vietnam*, dusseldorf university press, 2017 (translated articles)
- General experiences in translating and assisting the translation of many other materials, textbooks and papers in different fields.

EXPERIENCES IN INTERPRETATION

Consecutive interpretation

- International conference ""Recollections, memories, archival documents on Vietnam - humanity values seen from diverse perspectives"" held on October 24th, 2019 at USSH, VNU Hanoi.
- The 5th Conference on Vietnamese studies held on December 15th-16th, 2016 at the National Convention Center, Hanoi
- Training course on International humanitarian law held in November/2013 at USSH, VNU Hanoi.
- The 3rd Conference on Vietnamese studies held on 5-7/2008 at the National Convention Center, Hanoi.
- United Nations Day of VESAK celebrations 2008 at the National Convention Center, Hanoi.

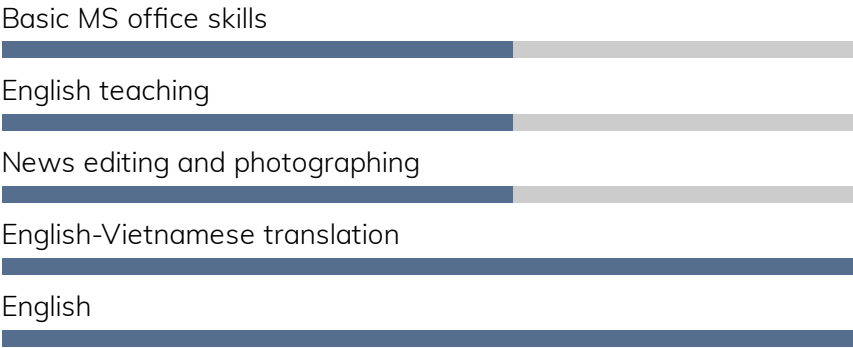
Simultaneous interpretation

- Training course on International humanitarian law held in November/2014 at USSH, VNU Hanoi
- International conference “The viewpoints on nuclear energy in Asia” held on January 22th, 2014 at USSH, VNU Hanoi
- International conference “Japan in the age of Asia” held on September 8th, 2013 at USSH, VNU Hanoi.

INTERESTS

- o Music
- o Reading
- o Coffee
- o Gaming

SKILLS



REFERENCES

Prof.Dr Pham Quang Minh
Rector of USSH, VNU Hanoi