 CURRICULUM VITAE

**CONG HUYEN TON NU THUY TRANG**

Residence: Thua Thien Hue, Vietnam

 *Email:* *tnthuytrang@gmail.com*

**NATIVE VIETNAMESE LANGUAGE CONSULTANT**

**PROFILE**

I am known as a well-established, reliable and professional translator with a proven ability to translate written documents from English into Vietnamese and vice versa. My extensive cultural understanding, good project management and decision-making capability always satisfy clients.

I work on Trados Studio 2019 and Multiterm so I can ensure high consistency of translation and speed up the work.

LOCALIZATIONEXPERIENCE•**Mother tongue/Native language**: Vietnamese
•**Translation Language Pairs**: English-Vietnamese; Vietnamese-English
•**Services provided**: Translation, Transcreation, Editting, Proofreading, Interpretation
•**Years of Translation Experience**: 17 years
•**Areas of expertise**: *Healthcare/Medical, Medical Devices/Studies, Education, Construction, Agriculture (including Hi-Tech Agriculture), Human Resources, Market Research, Bidding Documents, Politics, Contracts, Hospitality & Tourism, Cosmetics, Social Science, Marketing, Commerce and others.*

**WORK EXPERIENCE**

***I have nearly 20 years of experience in translation/interpretation &*** ***editing.***

1. Binnies UK Limited Company, January 2023- present
2. Black & Veatch International | Hue City |Vietnam

Translator cum Document Controller, 2011-2020

1. SNV - The Netherlands Development Organization | Hue City| Vietnam

Translator/Interpreter cum Administrator, 2006-2010

1. Thua Thien Hue Foreign Relations Service Center – Department of Foreign Affairs | Hue City

Team Leader of the Translation Dept. 2002 – 2006

Main Duties:

* Translate correspondence, technical reports, training materials, contracts, meeting minutes, and other documents between English and Vietnamese;
* Provide interpretation services at meetings, workshops, conferences, training courses, and other events between English and Vietnamese;
* Manage the translation department such as quality control and expansion of a network of freelance translators.
* Develope working practices for the translation department
* Carry out annual performance evaluation for team members and freelance translators

**KEY ACHIEVEMENTS**

Translated more than 6,000,000 words so far

Always delivered projects on time

Performed well assignments on short notice

**KEY SKILLS AND COMPETENCES**

Able to translate fast

Familiar with computer-aided translation tool (SDL Trados)

Able to work to tight deadlines

Able to work under pressure

Able to manage work effectively

Highly skilled in Word, Excel and Microsoft Outlook

Excellent communication and social skills

Good records management

**ACADEMIC QUALIFICATIONS**

BS in Business Accounting, Hue College of Economics, 2006 -2008

BA in English, Hue College of Education, 1998 – 2002