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| Trang nguyenHanoi, Vietnam · +84367240940Ntrang.1199@gmail.com · https://www.linkedin.com/in/trang-nguyen-4991b0b8/  |
| My objective is to join a professional organization to learn and enhance my professional skills as well as contribute to the organization's goals and objectives. |

# Experience

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| 2021– PresentProofreader, social sweethearts GmbH- Proofreading English – Vietnamese translation for Nametests Instant Game on Facebook.2016 – PresentDATA SPECIALIST, THE STAKEHOLDER COMPANY- Data collection and content creation for specialized stakeholder engagement system.2016 – PresentFREELANCE TRANSLATOR- English <> Vietnamese translation of medical, technical, general content. |
| 2018 – 2019PROJECT MANAGER & ACCOUNT MANAGER, VNLOCTRA CO., LTD.- Working with global clients (U.S, U.K, Japan, Korea, India, etc.) to ensure client satisfaction and strong sale figures.- In-house management of other project coordinators to ensure translation quality, good team work and desirable profit margin.2017 – 2018PROJECT COORDINATOR, VNLOCTRA CO., LTD.- Management of a diverse team of more than 100 freelancers across ASEAN.- Translation quality assurance for ASEAN languages using leading applications. (I have good command of CAT tools such as SDL Trados, memoQ, xBench, etc.)2016 – 2017Translator, AST LANGUAGE SERVICES LTD.- English - Vietnamese Translator. |

# Education

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| 2012 - 2016BACHELOR OF BUSINESS ADMINISTRATION, hanoi university- Graduated with Good Degree and GPA of 7.03/10. |

# Skills

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| * Good English command.
* Ability to complete work under pressure and coordinate as well as communicate effectively in work teams.
* Responsible and hardworking.
 | * Ability to learn quickly and think critically.
* Self-motivated.
* Attention to details.
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