

RÉSUMÉ

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PROFESSIONAL TRANSLATOR and DTP SPECIALIST English to Vietnamese

IT, Computing Science, Community Development, Community Services, Development Assistance, Economics, Business, Trade, Medicine, Insurance, Healthcare, Agriculture, Environment, Architecture, Construction

WORK EXPERIENCE:

- April 2004 – June 2007: **Translator & Interpreter** for IPM Component under the Agricultural Sector Programme Support (ASPS) funded by DANIDA
 - July 2003 – April 2004: **Vietnamese teacher** for the Vietnamese Language Centre of Hanoi University of Studies.
 - June 2002 – April 2003: **English teacher** for the English Centre of Hanoi University of Foreign Studies.
 - March 2002 - present: **Freelance translator** for various organizations and direct clients.
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EDUCATION:

1999 – 2003: Bachelor of Art, Degree in English, Hanoi University of Foreign Studies

1999 – 2003: Bachelor of Art, Degree in Russian, Hanoi University of Foreign Studies

2003: Certificate of Linguistics Teaching Methodology, HUFS, Vietnam

2004: Certificate of Advanced Level in English, British Council, Hanoi, Vietnam

HONOURS:

2003: Award. The 101 Best Graduate Students from All Universities and Colleges in Hanoi

2002: Award. The USUS Scholarship for the Most Excellent Students

2002: Award. The Scholarship granted by the Pushkin Institute in Hanoi

QUALIFICATIONS:

- Be **responsible, reliable and cooperative** while working.
 - **Excellent computing skills**, particularly word processing in documents of all formats including *.doc, *.ppt, *.xls, *.pub, *.html, *.htm, *.xml, *.ttx, *.pdf, ect.
 - **Master Internet resources** for multiple purposes.
 - Comprehensive and **thorough research skills**. Using all available domestic and international reference resources.
 - Expert in translating computer-based material using **TRADOS Workbench and TagEditor** as well as **its T-Windows extensions**. Sound programming and IT knowledge for **localization** tasks using TagEditor.
 - Professionally utilize **Story Collector functionality** via Trados plug-in in some design/layout softwares such as **QuarkXpress and Adobe InDesign** for localization tasks with DTP requirements.
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LIST OF MAJOR PROJECTS COMPLETED IN THE PAST

1. Integrated Pest Management (IPM) Component under DANIDA-funded Agriculture Sector Programme Support (ASPS), Vietnam:

- Annual Plans and Progress Reports (more than 60,000 words)
- Technical reports (more than 50,000 words)
- Training material on HIV/AIDS integrated in FFS training sessions (8,000 words)

2. A worldwide leading manufacturer of computer softwares, especially operating system and office applications, United States:

Online training material and user manuals for some localized computer applications (around 80,000 words)

3. Royal Danish Embassy in Hanoi, Vietnam

The Embassy official website (around 40,000 words)

4. A Healthcare System in US (nearly 100,000 words)

Policy related documents

A variety of schemes for various age groups

Email and letter templates

5. A Ventilation Control System UI (around 30,000 words)

Menus, pop-up windows, instructions, and report templates

Help files

6. A high-end mobile brand resulting from the cooperation between a mobile manufacturer and a luxury watch manufacturer (around 30,000 words)

Text strings for mobile

User manual

7. A Stock Exchange in Asia who is expanding its business to Vietnam (more than 40,000 words)

Company profile

Policy related documents to present to Vietnamese partners

8. A worldwide automotive manufacturer, Japan

Technical manual for an auto model (around 200,000 words)

9. Medicare, Australia

A guide to Australian health system (around 20,000 words)

10. Tourism Board of an ASIAN country

The country's official tourism website (around 85,000 words) with on-going monthly updates

11. Project Management Board, a Road Construction Project funded by World Bank, Vietnam

Bidding documents and technical report (more than 20,000 words)

12. Mining Ministry / Minerals and Resources Council

A series of handbooks on leading practices applied in mining industry (90,000 words)

13. A worldwide leading insurance corporation

Brochures, information sheets and other marketing material (30,000 words)

14. A variety of translation agencies and direct clients with smaller but more regular projects covering many fields:

- The Informed Consent form for a study Tenofovir versus Adefovir for the Treatment of HBeAg negative Chronic Hepatitis B (around 7,000 words)
- The Policy Statement on deception by a Federal Trade Commission (around 7,500 words)
- The Parent Ally Orientation Manual targeting on Care of Children (around 7,500 words)

- The Practical Examination Papers for Barbers (more than 30,000 words)
 - User Manuals for various marine navigation equipments (around 40,000 words)
 - Bidding Documents for an insurance education and training project (around 15,000 words)
 - The Agreement between a Corporation and its Workers' Union (more than 16,000 words)
- ... and many other smaller projects coming daily with less than 5,000 words of each.
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REFERENCE

Available upon request