**TRAN PHAM THANH TAM**

090 – 777 – 4364

tranphamthanhtam0704@gmail.com

Date of birth: 04/07/1991

CURRENT ADDRESS PERMANENT ADDRESS

12/9A Le Hong Phong Street 12/9A Le Hong Phong Street

 Can Tho City, Binh Thuy District Can Tho City, Binh Thuy District

Viet Nam Viet Nam

**PROFILE**

I am a motivated, adaptable and responsible graduate seeking an entry-level position in translation and interpretation areas which are very suitable with what I have developed during university courses.

My broad knowledge in many fields, management skills, communication skills, responsibility, team-work spirit are assets I would bring to the work. I have experience in working in group, collecting information and in project management and strong organizational and administrative skills with the ability to work independently and use my own initiative. I also have the ability to prioritize while under pressure meeting tight deadlines.

**EDUCATION** **Can Tho University-Campus II**, Can Tho, VN. Nov, 2012

 Main Major: English Translation-Interpretation. GPA: 3.79

 Coursework includes: Translation Club Organizing Board member, Organizer of Outside Activities (Charity Activities), Youth Union’s English Club Co-organizer,

 **Academic Honors and Awards:**

* Grade: Excellent.
* Awards: Full-tuition scholarship in 3 constant semesters and certificates of merit from the Dean of Can Tho University for 2 years.

**EXPERIENCE Binh Thuy primary school** Feb, 2011

 Can Tho, Vietnam

* Job: Coodinator of Tutoral Program of Binh Thuy District Students’ Union
* Manage the time for tutors and students; m,ake sure that they have enough tools to teach and learn; check attendances of tutors and students.

**Coach for College program June, 2011**

Hau Giang Province, Viet Nam

* Job: Coach.
* Teach and coach the youth in order to promote higher education through sports with academic subject, life skills, and sports.
* Interpret for American coaches and translate teaching materials

 **3A Nutrition Ltd. Co** **Oct, 2011 – May, 2012**

 Can Tho City, Viet Nam

* Job: PG at Abbott formulated milk products
* Promote products; convince potential customers to buy products; give information about products and collect customers’ data.
* Help supervisors hold events.

**Lusica Fashion’s Shoes June, 2012**

 Ho Chi Minh City, Viet Nam

* Job: Manager
* Manage staffs; stock control; deal with sellers in China; solve customers’ problems.

**UNIVERSITIES ACTIVITIES & LEADERSHIP**

**Cantho University Translation Club, 2010 until now.**

**School of Social Science and Humanities - Department of Foreign Languages.**

* Job: Member of organizing board of the Translation Club.
* Compose annoucemences; act in skits; prepare workshop materials; invite guest speakers; play interperter, MC’s role.

**Outside Activities, 2009-2011**

* Charity activities
* Job: Leader of outside activities, assistant
* Help leading charity works; make arrangements with the head of charity centers; lead students to do charity campaigns.

**Youth’s Union, 2009-2011**

**Binh Thuy District Students’ Union**

* Job: Vice president of Binh Thuy District Students’ Union.
* Plan for the union activities: protect environment; hold celebrations of Woman’s Day, Teachers’ Day; help local children learn and celebrate mid-autumn festival,....
* Assist the University Students’ Union to hold activities for the university
* Check members’ attendance.
* Assist blood donation for Can Tho City Students’ Union

**Can Tho University Guitar Club**

* Job: President Assistant.
* Help the president to organize rules and manage members.
* Plan for shows.
* Play the role of an MC.

**KEY SKILLS**

**Communication skills**

Since I have various part-time jobs as in many positions, I have practiced my communication skills a lot. I’m able to convince my potential customers to buy our products, to persuade sellers giving us good prices and thank to those jobs, my language fluency is improved much more than I expected. I have played the role of an MC for many programs as well as performing shows of the Translation Club and the Guitar Club, which helps me improve my public speaking, a vital skill of an interpreter, well.

**Planning and organization**

As a vice president of the Students’ Union and a organizing member of Translation club, I had chances to do the role of a union leader which made me practiced planning and organization skills frequently. My partners and I often worked together to plan for the union activities heading toward the community and students’ benefits. I trained myself the ability to understand well people’s strength and weakness in order to assign correct activities.

**Problem solving**

Through years of an active student’s life in university, I have improved my problem solving skills well. I have learned to listen, to understand and to react in right moods and right ways with various types of conversations and arguments from business to academic topics.

**Persuading and influencing**

During the courses in university, 2 terms of office at the Students’ Union, and various kind of part-time jobs, I gained experience in discussing and debating various topics about my major and youth activities. I also practiced persuading skills to make a transition to my way of thinking, especially when I had to deal with Chinese sellers and my potential customers.

**Team work**

I have learned and practiced teamwork spirit a lot since I took part in Coach for College program in summer 2011. I taught the children in Hau Giang how teamwork works in sport and life and how it can affect the quality of a business as well a person’s process of dignity development. I myself make me live up with that spirit since then; it helps me get over many difficult assignments at school and at work.

Key Knowledge

I used to major in Biology since I went to Ly Tu Trong Elite High School, so I have broad knowledge in biological terms like animals and nature. During University courses, I have accustomed to environmental, climate change and eco-economic terms as my instructors used to give us a lot of translation assignment in those fields. I am now confident to deal with translation and interpretation in those areas.

**OTHER INFORMATION**

* Full, clean driving licence.
* I have studied 10 credits of French during 3 semesters.
* I’m able to work with Microsoft Office, Excel and Powerpoint well, and to type at 65wpm in English and 360 cpm in Vietnamese.
* I have been practiced in the church choir since I was a child years ago; we sing and serve the community.
* I have been practicing karate for almost 7 years and got a black belt at national level.