**Curriculum Vitae**

Professional English – Vietnamese, German – Vietnamese, Vietnamese - English freelance translator.

NAME: Nguyen ThiThanh Ha/Mrs.

SERVICES: Translating, Proofreading, Editing and Reviewing

MOTHER TONGUE: Vietnamese

SOURCE LANGUAGES: English, German

TARGET LANGUAGES: Vietnamese

SPECIALIZATIONS

\* Medical: Healthcare, Orthopedics, Pharmaceuticals, Equipment

\* General: Literature, Film and Media, Human Resource, Tourism and Travel

\* Business: Marketing, Finance, Banking

\* Technical: Mechanics, Electronics, IT and Software, Telecommunication, Construction

\* Science: Sociology, Ethics, Pedagogy, Education

EXPERIENCE

**Clients:**

Etalk24 from Belarus, DAT France (FRA), CommsMultilingual (UK), KJI (USA), Architekts (Belgium), Verbatim (UK), Leemeta (Slovania), Lingo24 (UK), Transperfect (USA), EasyTrans (GER)…

Vietnam Television (VTV), Nhã Nam Books, ThiênQuý Media, Cinema Club, Television Magazine, People's Police newspaper, Dantri online Magazine (ghostwriter), E-newsletter (FV Hospital), Ben Computer, PhucAnh Computer, VCB bank

Finished Projects:

Website

STATT’s website: www.stattconsulting.com

Money Polo website: http://moneypolo.cz

Asian love connections www.asianloveconnections.com <https://penfriends.cambridgeesol.org/joinpenfriends.php>

Medical field

DePuy Mitek devices' IFUs: cannula, femoral Intrafix, Suture Anchor, Cordcutter, Suture Passer, ect. (13,000 words)

Company rules on Hygiene (Unternehmenspolitik) in German (5000 words)

Healthcare questionnaires

Dental Implant Brochure and FAQ on dental implant (ongoing job)

Ethicon Endo-surgery’s manual of Harmonic Ace ®  5mm diameter Shear + Adaptive Tissue Technology

Drug registry document for Dietary Supplement products of Rosell (Australia) – Bio Vita, Bio Slim

Biosense IFUs: batch 1, 2 and 5 (catheter, irrigation pump, external patch)

Biosense’s Label Description

Volume Viewer for CT, MRI, CTA, MRA user guide – GE

Articles on Fitness, Healthcare, Sexual Health, Nutrition, Dietary, Pedagogy, Medicine use, children diseases…

Operation and Maintenance Manual, User’s guide, specification of medical instruments.

Documents on Epidemiology, Orthopedic surgery, Product researches, Drug registries

Medicine Indication (leaflet);

Drug and equipment bidding documents

Contracts

Film and Media field

Lost series (2 seasons - US Drama) -approx. 300,000 target words (collaborated with an another linguist)

Alias series (4 seasons - US Drama) –approx. 500,000 target words (collaborated with an another linguist)

Queen of the game (Korean Drama - English subtitle);

A lot of movies, promo clips and documentaries in German and English

Others

Olympic 2012 news (6000k)

InDesign software (1000 words)

Marketing document on Westermo's products (Switch, Ethernet extender…)

Marketing materials for the grand opening of Danang InterContinental Hotel (5000 words)

Research on Vietnamese first name (www.mfnames.com) (ongoing job)

Bauberatungsvertraege (German - 1000 words)

Divorce Decree

Sixsaw game promo clip

Rule 39 Solicitor/client correspondence

Proof of evidence

Operating Instructions of Spray System and LubOMat Metering station for convey track Lubrication - 6,000 words (proofreading in English and German)

MBA Assignment: Organizational Behavior (Vietnamese - English)

Market survey on Printer users for Tavess (India)

Marketing researches for Ben Computer

Food Exam (Nutrition) – 6000 words

Articles on Fashion, Tourism and Travel, Horoscopes, Cosmetics, Real Estate, Games and Software and more

Advertisement

Game localization

2007 – 2008: ThanhDat Trading Co., Ltd, a private enterprise in Ceramics Technology

*Assistant Director*

* Provide administrative support to the Executive Director and the Board of Directors (contact with oversee partner via phone, email, fax; translating the letters and conversation between the Vietnamese customers and Spanish, Italian suppliers)
* Provide translation support to the sale teams when needed (contracts, specification documents, workshop, training documents)

2006 – 2007: ThanhAn - Hanoi Co. Ltd, an leading enterprise specializing in Trauma and Orthopedic products

*Translator/Admin. Executive*

* Perform the translation of product specification, researches on orthopedics and new technology in orthopedic surgery, background documents for training, workshop, meeting and the other relating documents.
* Partner: Medtronics, Zimmer, Arthrocare, Symbionix, Baylis Medical….

2004– 2006: Giving birth

1998 – 12/2003: Diethelm Keller Corporation, a worldwide leading pharmaceutical distributor, Hanoi, Vietnam

*Translator (German – Vietnamese and English – Vietnamese)*

* Provide translation of documents in Medical, Healthcare, Pharmaceuticals, Nutrition, Hair and skin care, Cosmetics
* Provide translationsupport at training sessions, workshops, seminars and conferences.
* Provide other translation related to the project required by Sales manager.
* Principals: Nivea, Roche, GlassoKlineSmith, Solvay, Bayer, Astra Zeneca, Medi Group, Boehringer…

CAPACITY

\* 1500 - 2000 words / day for translation

\* 1000 - 1500 words / hour for proofreading

SOFTWARE

MS Office, Word, Access, Excel,Power Point, SDL Trados 2007 and 2009, Adobe Acrobat, Across, Wordfast Pro

REFERENCE

1. Mrs. Tran Thi Thu Ha – Project Manager – Save the children Vietnam

Tel.: +84 912244231

Email: [tranthithu.ha@savethechildren.org](mailto:tranthithu.ha@savethechildren.org)

1. Mrs. Tran Thanh Ha – Senior Editor, VTV3 Division, Vietnam Television

Tel.: +84 914911996

Email: [tranthanhha@vtv.gov.vn](mailto:tranthanhha@vtv.gov.vn)

1. Ms. Nguyen Ngoc Thu –Inter-communication Officer, E-newsletter, FV Hospital

Tel.: 84 983763009

Email: [ngocthu.nguyen@fvhospital.com](mailto:ngocthu.nguyen@fvhospital.com)

EDUCATION

\* BA in translation (Major: English and German)

Hanoi Foreign Languages University (Former name of University of Languages and foreign Studies)