

NGUYEN THI MAI

Present address: France

Nationality: Vietnamese

Year of birth: 1981

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CARREER OBJECTIVE

I am currently seeking translation projects offered by translation companies to utilize my English skills and my technical knowledge in some certain fields such as law and business. With 13 years of experience, I have successfully completed many translation projects with high sense of responsibility and in a professional manner.

EDUCATION AND TRAINING

From 1999 – 2003

Institute for International Relations, Hanoi, Vietnam
Bachelor's Degree in International Relations

From 2005 – 2009

University of Foreign Trade, Hanoi, Vietnam
Bachelor's Degree in External Economics

From 2009-2010

Audencia School of Management, Nantes, France
International Master of Business Administration

From 2012-2016

University of Law, Hochiminh City, Vietnam
Bachelor of Laws

PROFESSIONAL EXPERIENCE

December 2012-now

Freelance translator

- Provide project-based translation service, majoring in education, IT, law, finance, health, economy, marketing and commerce;

- Cooperate with translation agencies in Asia (such as in Malaysia and China) in some translation projects;

November 2010 – November 2012

Freelance translator

- Provided project-based translation work, majoring in finance, marketing and commerce;
- Proofread and edited documents as requested ;
- Worked as a long-term cooperater for the translation agency named Veridian Translation, based in Kular Lumpur, Malaysia

October 2004 – August 2009

Full time translator in Pham & Associates law firm, Hanoi, Vietnam

- Translated legal documents, contracts and clients’ feasibility reports to and from Vietnamese/English;
- Summarized legal materials for legal research and for monthly reports on newest legal documents ;

Freelance translator

- Translated VOV 4 reports and scripts from Vietnamese to English;
- Worked as translator cooperater for some projects led by Ministry of Trade and Ministry of Health;

October 2003 – September 2004

Translation Department

Foreign Economics Information Company

Full –time translator

- Translated social, economic and political reports and news from Vietnamese into English for books and publications on Vietnam’s development;
- Assisted reporters in seeking English information and materials in the internet and newspapers for their reference;

SPECIAL SKILLS AND ATTRIBUTES

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- Ability to work independently and under high pressure
 - Highly –motivated personality