



PERSONAL RESUME

Position: Freelance Translator (English- Vietnamese)

PERSONAL DETAILS

Name: Le Thi Nhan	DOB: 13/12/1985	POB: Hanoi
ID Number: 111 916 572 issued on 7 January 2003 in Ha Tay	Nationality: Vietnamese	
Sex : Female	Marital status: Married	
Current address: Alley 295, Vinh Hung, Hoang Mai, Hanoi	Mobile: 0987. 801. 693	Email: nhanleht@gmail.com

ACADEMIC QUALIFICATIONS

Qualification	Institution	Length of Program	Year completed
Bachelor of Foreign Languages with Good Degree	English Department, Major in translation-interpretation, College of Foreign Languages , Vietnam National University, Hanoi	4 years	2008
Bachelor of Accountant	Accounting Department, National Economics University Hanoi, Vietnam	3 years	2012
Advanced Accounting Certificate	Accounting Department, National Economics University Hanoi, Vietnam		2012

KEY TRAINING COURSES

Name of Course	Conducted by	Duration	Year
Training course for tender	Lecturers of Tri Thuc Tre	3 days	14/03/2009 –

	Training and Consultant Investment Joint Stock Company in Hanoi		16/03/2009
Training Course for Office Computer Skills	Center for Supporting and Applying Informatics and Foreign Languages	6 months	4/2007-10/2007

FOREIGN LANGUAGES

Language	Average	Good	Very good
English			√
Chinese	√		

PC SKILLS

- 1 Competent in using MS word, Ms PowerPoint, Ms Excel
- 2 Competent in using web-based mailing systems
- 3 Competent in searching for information through the Internet
- 4 Capable of using Adobe Photoshop, PDF, Outlook Express, supporting softwares in translation, etc.

PROFESSIONAL EXPERIENCE

1. Companies worked for:

Company	Job title	Time for working
English Training Center 12 A7	Teacher (Part time)	From 8/2007 to 6/2008
<p>About the company: The leading center in Hanoi in training various levels of English learners</p> <p>Main duties:</p> <ul style="list-style-type: none"> - Giving lectures for 4 basic skills (Listening, Speaking, Reading, and Writing), - Teaching Communication English in Headway Textbook - Teaching Listening and Speaking skill in Let's Talk textbook 		

Company	Job title	Time for working
Nippon Koei in association with Poyry	English Translator/Interpreter (Full time)	6/2008 to 9/2009
<p>Nippon Koei (Japanese Company) is in association with Poyry (Swiss Company) for consulting and providing consultancy services in construction and infrastructure development for Vinh Phuc Investment Climate Improvement Project.</p> <p>Main duties:</p> <ul style="list-style-type: none"> - Translating technical documents, bidding documents, drawings, operation manuals into English and Vietnamese and vice-versa. - Making letters, Minutes of the meetings and so on. - Interpreting the meeting with the different participants from German, Australian, Japanese, Bangladesh and Vietnamese Engineers. 		
Company	Job title	Time for working
Vietnam Oil and Gas Group Ca Mau Gas-Power-Fertilizer Project Management Board	Translator (Full time)	10/2009 to 12/2009
<p>Ca Mau Gas-Power-Fertilizer Project Management Board, a subsidiary of state-owned PETROVIETNAM. The project is to build gas steel pipeline with its length of 325 km, its diameter of 18 inches, thickness of 12,5 mm, the capacity of transporting a maximum of 2 billion m³ gas per year and gas taken from PM3 field of overlapping Area between Malaysia and into Khanh An Industrial Zone in U Minh District, Ca Mau in order to provide for two thermal power plants and a factory producing the protein urea. Two power plants with a total capacity is 1,500 MW and fertilizer factory (urea) has a capacity of 800,000 tons per year. Untill now power and fertilizer factory are basically completed.</p> <p>From October to the end of November 2008, State Audit of Vietnam has carried out the audit for all payment partly for Ca Mau Gas Project.</p> <p>Main duties:</p> <ul style="list-style-type: none"> -Translating directly for delegation of State Audit of Vietnam -Translate all documents into Vietnamese required by State Audit of Vietnam -Translating technical documents, bidding contract, invoice. 		

Company	Job title	Time for working
Fairtech Engineering Co., Ltd	English Translator/ Interpreter (Full time)	12/2009 to 9/2010
<p>Fairtech Engineering Co., Ltd specializes in air pollution control devices and clean room construction and utility service for industrial parks. At present, Company is responsible for designing and building air condition system for Compal Development and Management Co., Ltd.</p> <p>Main duties:</p> <ul style="list-style-type: none"> - Making presentation of the reports, the official documents, minutes of the meetings. - Responsible for the documentary management and maintenance of the companies like incoming and outgoing documents, and all relevant fields such as recruitment, administration, visa extension, hotel reservation for the foreign specialists to Vietnam for short-time business trips. - Translating liaison letters, contracts, technical designs, drawings, operation manuals and other documents from English into Vietnamese and vice-versa. - Interpreting the meetings with the Vietnamese and foreign customers, the local authority, the partners, technical foreign specialists, etc. 		
Company	Job title	Time for working
DK ENC Vietnam Co., Ltd <i>(Sky Lake Resort and Golf Club)</i>	English Translator/Interpreter (Full time)	9/2010 to 12/2012
<p>DK ENC Company (Korean Company) is the top construction company in relation to the golf course. The Company is responsible for constructing the golf course with 36 holes located at Van Son, Chuong My, Hanoi 2 and making business in this field.</p> <p>Main duties:</p> <ul style="list-style-type: none"> - Translating technical documents and other related documents into English and Vietnamese, the projects related contractual, legal, financial and technical documentation including correspondence etc. - Making letters, report on matter, contract, exchanging the information with the foreigners - Interpreting at the meetings with the Client / Subcontractors / Suppliers. 		
Company	Job title	Time for working
Econet Ltd-Finland	ODA English Translator (Full time)	12/2012 to 2013
<p>Econet Ltd-Finland, a Finland engineering company, engages in the planning and management of water and environmental technology solutions. Its areas of operations include planning of municipal and industrial waterworks and wastewater treatment plants, biological treatment methods and biogas treatment, project management and construction. The company activities include water and wastewater engineering, turnkey project deliveries, and equipment deliveries for municipal and industrial clients; and partial and complete solutions for the processing of sludge, waste, and biogas. It also provides plant operation, maintenance and process optimization services; and supplies, maintenance, and spare parts services for equipment used in water, wastewater, and sludge treatment and purification of industrial process water. The</p>		

company was founded in 1999 and is based in Helsinki, Finland. As of January 20, 2005, Econet Ltd-Finland operates as a subsidiary of Visma AS.
 Econet Ltd-Finland has been executing some ODA construction projects in several provinces in Vietnam like Nghe An, Bac Kan, Dien Bien...

Main duties:

- Interpreting the meetings with the foreign experts, sub-contractors, progress meeting and technical meetings with PMU, Engineer, the site engineers... for constructing Cau Bach Water Treatment Plant in Nam Giang commune, Nam Dan, Nghe An province, Translating the technical documents, bidding documents, operation manuals, drawings, contracts, making the minutes of the meeting, site report, and letters sent to the sub-contractors, PMU, etc.

Company	Job title	Time for working
Thang Long Translation Company	Freelance Translator	2013 to now

Main duties: Translating all documents in all fields from English into Vietnamese and vice versa.

Company	Job title	Time for working
Phu Ngoc Viet Translation Company	Freelance Translator	2013 to now

Main duties: Translating all documents in all fields from English into Vietnamese and vice versa.

Company	Job title	Time for working
Nhat Phuc Translation Company	Freelance Translator	2013 to now

Main duties: Translating all documents in all fields from English into Vietnamese and vice versa.

Company	Job title	Time for working
TDN Translation Company	Freelance Translator	2013 to now

Main duties: Translating all documents in all fields from English into Vietnamese and vice versa.

HOBBIES

- 1 Reading to get knowledge of all fields (have knowledge about various fields)
- 2 Watching English films
- 3 Traveling
- 4 Discovering new things

CHARACTERISTICS

<u>Strengths:</u>	<u>Weaknesses:</u>
1. Hardworking, patient, favor of learning, polite 2. Longing for improvement 3. Good at team working, capable of working	

independently when needed 4. A quick learner who can absorb new ideas & can communicate clearly & effectively with people from all social & professional backgrounds. 5. Wide social intercourse scope 6. Strong work ability and adaptive ability 7. Easy-going and joyful 8. Responsible	
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By my signature, I certify that, to the best of my knowledge, the information provided in this resume is accurate and complete.

Applicant

Le Thi Nhan