

# CURRICULUM VITAE

## PERSONAL DETAILS

**Full name:** BUI THI HUYEN TRANG  
**Date of Birth:** November 23<sup>rd</sup> 1985  
**ID No.:** 031265410  
**Address:** Room 102, No.9A, Lang Street, Lang Thuong Ward,  
Dong Da district, Hanoi, Vietnam  
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**Educational qualification** Master of English Linguistics, University of Languages  
and International Studies, Hanoi National University of  
Vietnam  
**Working experience** 6 years of working as English<>Vietnamese Translator  
and Interpreter

## WORKING EXPERIENCE

- *October 2012 – now:* Chief English Translator and Interpreter of Vietnamese New Primary School Model - GPE-VNEN Project (Funded by Global Partnership for Education Fund, grant is mandated through the World Bank), Ministry of Education and Training, Hanoi, Vietnam
  - Translating reports, documents, materials on the implementation of New School Model-VNEN model in Vietnam.
  - Translating reports, documents, materials on GPE-VNEN Project: Outline of Project Implementation, Report on Social Impacts, Minutes of Project Pre-Appraisal, Project Proposal Document, Project Implementation Document, Project Appraisal Document School Grant Manual, Procurement and Financial Manual

and other documents; Translating Terms of Reference, Job Descriptions of the Project positions.

- Interpreting in the meetings, workshops with the attendance of the World Bank, GPE Fund, the Ministry of Education and Training and Project Management Unit members.
- ***December 2010 –the end of September 2012: English Interpreter and Translator, the Board of Management’s Office, South East Asia Commercial Joint Stock Bank (SeABank) Head Office, 25 Tran Hung Dao street, Hoan Kiem, Hanoi, Vietnam***
  - Translating materials related to business, banking and finance such as loan applications, credit documents, translate documents for quarterly and yearly summary meetings; annual report and other documents as request of Board of Management and Boards of Directors members.
  - Translating materials and documents of IT Division, and other Departments/Boards/Divisions of the bank.
  - Interpreting for the meetings among Departments, Boards with BOM members and Division Managers, foreign Advisors (simultaneous, consecutive and whispering interpreting).
  - Interpreting for the interviews between candidates applying for management positions and expatriates of the bank.
- ***July 2010 – December 2010: English Interpreter and Translator - VPBank Project, McKinsey & Company Singapore in Hanoi, Press Club, 59A Ly Thai To Street, Hoan Kiem District, Hanoi, Vietnam***
  - Translating materials related to business, banking and finance for the pilot project of McKinsey with VPBank
  - Interpreting for the meetings between McKinsey team and VPBank team
  - Providing translation and interpreting services for the McKinsey team at the pilot VPBank Branch (Ngo Quyen Branch)
- ***March 2008 – July 2010: English Interpreter and Translator cum Assistant, the Primary Education for Disadvantaged Children (PEDC) (World-Bank funded Project), 57A Tran Phu Street, Ba Dinh District, Hanoi, Vietnam***
  - Translating training and instructional materials, letters, correspondences, contracts, internal and external evaluation, longitudinal studies...

- Interpreting in the meetings between national and international consultants, among MoET leaders and representatives with PCU and International Consultants, PCU with provincial, district representatives.
  - Interpreting in the training courses for key staff from the Departments of Education and Training, Bureau of Education of the PEDC's provinces, districts.
  - Making arrangements in terms of materials, budget, consumables...for the field trip to all provinces involving in PEDC, in all regions of Vietnam
- ***July 2007 – February 2008: English Translator/Interpreter/Administrator of Thanh Tri Bridge Construction Project, Pacific Consultants International - Vincom City Towers, 191 Ba Trieu Street, Hoan Kiem District, Hanoi, Vietnam***
- Solving letters, documents...from site offices and notice of transmittal from contractors
  - Translating letters, documents from related agencies: Ministry of Transport, PMU Thang Long.
  - Assisting Mr. Honda Kazuto, transport planner of Pacific Consultants International (PCI), consultant for Japan Bank for International Cooperation (JBIC), team leader for Special Assistance for Project Formation (SAPROF) for Hanoi Third Ring Road Construction Project.
  - Translating documents and some chapters in Feasibility Study Report of second- stage construction investment of Mai Dich- North Linh Dam section, Hanoi Third Ring Road.
  - Interpreting in the meetings with Transport Engineering Design Incorporated (TEDI), Vietnam Road Administration (VRA), Ministry of Transport, Project Management Unit PMU) Thang Long
  - Interpreting when going to project site with related agencies.
- ***February 2007 – April 2007: Practicum English Translator and Interpreter of Ministry of Environment and Natural Resources – No.83 Nguyen Chi Thanh Street, Dong Da District, Hanoi, Vietnam***
- Experiencing a practicum period at International Support Group for Environment and Natural Resources (ISGE) under Ministry of Environment and Natural Resources.
  - Translating all documents and newsletter related to environment and natural resources topics.
  - Interpreting in the meetings, workshops between National and International specialists.

- ***1<sup>st</sup> July - 2<sup>nd</sup> December, 2006: Translator/ Interpreter - Assisting Mr. Alex Larkin, an American business lawyer***
  - Interpreting in the meeting with partners
  - Assistant in the MBA workshops
  - Translate Vietnamese business documents into English
  - Buying Vietnamese business laws

## **EDUCATIONAL HISTORY**

### **Secondary education**

<b>Dates</b>	<b>Secondary school(s) attended</b>	<b>Overall Results:</b>
2000 - 2003	Thai Phien high school, Hai Phong	Excellent

### **Tertiary education**

<b>Dates</b>	<b>Institution</b>	<b>Degree</b>	<b>Major/s</b>
2003 - June, 2007	English Department, College of Foreign Languages, Hanoi National University	Bachelor	English Translation and Interpreting


### **Post – graduate education**

<b>Dates</b>	<b>Institution</b>	<b>Degree</b>	<b>Major/s</b>
2008 - 2010	Post-graduate Department, University of Languages and International Studies, Hanoi National University	Master	English Linguistics

### **Activities and Societies:**

- Member of Student Union of College of Foreign Languages, Hanoi National University, Participating as a liaison officer of College of foreign languages for the 13th ASEAN University Games conducted in Hanoi.
- Attending some international workshops and meetings on teaching English, translation and interpreting, conducted by University of Languages and International Studies with attendance of many famous foreign professors such as the International conference on "Rethinking English language education for today's Vietnam" in November, 2008

### **ACADEMIC ACHIEVEMENT**

- Three continuous years of excellent students in high school
- Get first prizes in the English provincial competition
- Get university scholarship
- Second prize in the English Contest conducted by English Department, College of Foreign languages, Hanoi National University
- Third prize in the Scientific Research 2005 conducted by College of foreign languages with the research on "How to improve skills of learning English idioms for the first-year students".
- Certificate on attendance and presence in the final round of Australian Direct Aid Program (DAP) with the project on "Helping Muong children learn Vietnamese better and ethnic minority children working early access to education" in the primary school of Hop Thanh commune, Ky Son district, Hoa Binh
- Certificates on English teaching granted by English Teaching centers.
-  Informatics Certificate granted by Vietnam Chamber of Commerce and Industry (VCCI)

### **PERSONAL STATEMENT**

- \* Strong ability to do translation of materials related to different sectors such as education, construction, business, teaching and learning, finance..
- \* Experience in interpreting in meetings, workshops, training courses...

- First and foremost, I would like to work in a fair and friendly working environment
- Second, it offers me an excellent chance to fully develop my ability, academic skills, and personal characteristics
- Third, I am of great desire to make a valuable contribution by utilizing current knowledge and accumulated work experiences
- Forth, I am eager to work with many people and desire to learn from others
- Last but not least, I am always ready to cope with challenges and eager to succeed

## **SKILLS**

### **Language Skills**

English: advanced at both oral and written

### **Computer skills**

- Good at Office Software (Microsoft Word, Microsoft Excel, Microsoft PowerPoint)
- Certificate of informatics from VCCI (Vietnamese Chamber of Commerce and Industry)
- Good at the Internet

### **Professional skills**

- Translation and interpretation skills
- Communication skills, good presentation skills
- Full knowledge of construction, education and business terms
- Ability to work under high pressure with full responsibility
- Ability to work well in a team or independently
- Ability to adjust to new environment

## **CAREER OBJECTIVES**

- Meet high requirements of work.
- Work in friendly, dynamic and professional environment.
- Obtain promotion opportunities.

## **HOBBIES**

- Translating and Interpreting, Teaching English
- Reading novels and playing badminton in free time
- Watching action films in the cinema
- Traveling all beautiful places of Vietnam and around the world
- Taking photos
- Enjoying various food
- Listening to love songs

**CERTIFICATION**

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experience, and me. I am willing to be interviewed regarding this application.