





# DO THI AI VU

ENGLISH TRANSLATOR/INTERPRETER

 30/03/1988

 Female

 0974870603

 doaivu303@gmail.com

 Tinh Ha, Son Tinh, Quang Ngai

## CARRIER OBJECTIVES

Be worked in an international business environment and contributed my knowledge, qualifications and experience into profitability of the company.

Improve my skill and become a professional translator/interpreter

## EDUCATIONAL BACKGROUND

**MAJOR: BACHELOR OF ENGLISH LANGUAGE**

09/2006 - 07/2010

**FOREIGN LANGUAGES OF HUE UNIVERSITY**

Graduate as good level

## WORK EXPERIENCE

**TRANSLATOR AND INTERPRETER**

03/2018 - At present

**HOA PHAT DUNG QUAT STEEL JSC**

- Translate contract, the technical documents such as Installation manual, Operation manual, and Maintenance manual, Troubleshooting plan, and many documents related to factory and equipment, Incident minutes and Minutes of meetings.
- Translate in the meeting between Representatives of factory or department and related contractors.
- Translate on site.

**DESIGN MANAGER ASSISTANT**

09/2016 - 05/2017

**T&T CO.,LTD.**

- Translate documents, translate for Vietnamese Manager when negotiate, communicate with foreign partner.
- Support to manage the staff (assigning and checking the job, summarize and report, transmit the order...)
- Receive and answer the mail (translate email for manager).
- Arrange the meeting and take the minutes.

**OPERATION MANAGER ASSISTANT**

06/2015 - 7/2016

**IDT VIET NAM CO.,LTD.**

- Manage whole apartment (Supervise and assign the job for M&E and Front Office, Housekeeper, Security).
- Support to find CV of candidate and interview with HR.
- Translate in the meeting, translate for Manager, Director.
- Solve any complaints from customer.
- Make the leasing apartment contract, service contract by English and follow them.
- Meet, consult and give quotation to foreign customer.

## MARKETING STAFF

04/2012 - 06/2015

## DAEMYOUNG KOREA CO.,LTD.

- Translate documents, translate for Director when negotiate, communicate with partner.
- Search information of products that company will export to Korea (price, picture, kinds, quality... of wood pellet, agarwood...).
- Receive and answer mail.
- Do the office jobs.

## ASSISTANT FOR DIRECTOR

09/2010 - 02/2012

## SUNSTAR VIETNAM CO., LTD.

- Support to manage the staff (assigning and checking the job, summarize and report, transmit the order...)
- Store the document, buy stationery.
- Receive and answer the mail
- Translate in the meeting, between Director at Customer Service Department and staff or customer, translate document. Arrange the meeting and take the minutes.
- Prepare for Director's business trip (air-ticket, hotel...)
- Receive the guest following Director's assignment

## ACTIVITY

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### HUE FESTIVAL 2008

2008 - 2008

### VOLUNTEER (TRANSLATOR)

Translate, guide and introduce to foreigner visitor Hue custom and interest place...

### HUE TUTORING CENTER

2008 - 2009

### TUTOR

Teach English for children, talk to share about the benefits of English in new life

## SKILL

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English skills (in both written and verbal communication)



Independent - teamwork working skills



Skillful at using Microsoft Office Software (including Word, Excel and PowerPoint)



Withstanding high pressure in ensuring work progress



## CERTIFICATE

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Informatics Certificate – Technician

2007-2008

Pedagogic Certificate

2008-2009

## HOBBY

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- Travelling, singing, listening to music