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## DIEU ANH NGUYEN HOANG



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### Summary

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Hard-working, highly motivated professional eager to lend combined

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## EXPERIENCE

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### **FREELANCE ENGLISH TO VIETNAMESE TRANSLATOR/ ONEFORMA, LILT, ETC...**

February 2018 – Now

Provide quality written translations of documents and publications from English to Vietnamese.

Proofread final drafts to check spelling, grammar, punctuation, formatting, and consistency.

Provide feedback on machine-generated translations for improved accuracy and efficiency.

Check original texts and conferred with authors to ensure that translations retained content, meaning, and feeling of original material.

Employ various software programs to facilitate the translation process, including SDL Trados Studio, MemoQ and Wordfast Pro.

### **BID MANAGER/ KYNDRYL VIETNAM**

Oct 2021 - Present

Monitor supplier performance against contractual agreements ensuring compliance with quality standards.

Negotiate contracts with suppliers in order to secure favorable terms and prices.


Draft complex tender documents including technical specifications, pricing schedules and terms and conditions.

### **CONTRACT PROFESSIONAL/ IBM VIETNAM**

Feb 2018 – Oct 2021

Review existing contracts regularly for accuracy and adherence to terms and conditions agreed upon at time of execution.





knowledge and skills to enhance business performance. Operates well in both individual and team capacities, leveraging seasoned work ethic to quickly adapt to different processes and drive company objectives. Resourceful and results-driven with a passion for growth and efficiency to meet company needs and increase service value.

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English: Advanced  
Vietnamese: Native

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Multitasking Capabilities  
Client Relationship Management  
Quality Assurance Processes  
Attention to Detail  
Advanced Grammar Knowledge and Strong Vocabulary  
Research and Analysis  
Language Localization

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Participate in meetings involving external parties such as vendors or subcontractors regarding proposed projects or on-going initiatives requiring contractual agreements.

Maintain up-to-date knowledge of industry trends, applicable regulations and changes in the law relating to contracting activities.

**LICENSING SPECIALIST/ MICROSOFT VIETNAM**  
Dec 2016 – Feb 2018

Provide customer service support throughout the entire licensing process responding promptly to inquiries and resolving any issues that arose.

Analyze customer requirements to determine which licenses were necessary for their business operations.

Answer questions or provide advice to public regarding licensing policies procedures, or regulations.

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**EDUCATION**

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**FOREIGN TRADE UNIVERSITY**

Banking and Finance

Sep 2012- Sep 2016

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**CAT TOOLS**

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Trados 2019

Wordfast Pro

MemoQ