

## CURRICULUM VITAE

**Full name** LY THU YEN **English nickname** CONNY  
**Date of birth** 03<sup>rd</sup> September 1980  
**Nationality** Vietnamese  
**Gender** Female  
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### Overview of Education

- Bachelor of English from the Faculty of English Linguistics and Literature of Ho Chi Minh City University of Social Sciences and Humanities.
- Bachelor of Chinese from the Faculty of Chinese Linguistics and Literature of Ho Chi Minh City University of Social Sciences and Humanities.
- Diploma of Computer Sciences in Management of The University of Technology in Ho Chi Minh City

Languages	Reading	Listening	Speaking	Writing skill
1. Vietnamese(Native)	Excellent	Excellent	Excellent	Excellent
2. Chinese (22 years in use)	Nearly Native	Nearly Native	Nearly Native	Nearly Native
3. English (18 years in use)	Good	Good	Good	Good

### Translation, Editing and Proofreading Experiences and Achievements

- Languages:
  - English <> Vietnamese
  - Chinese (Simplified/ Traditional Mandarin) <> Vietnamese
  - English <> Chinese (Simplified/ Traditional Mandarin)
- Fields:
  - Business Operation (General), including organization policy documents, contracts and agreements, sales and marketing documents, and webpages, more than 6 million words
  - Technical documents, including user manuals, brochures, more than 8 million words

✧ 10/2012-now

### Freelance Translator/Proofreader/Editor

#### Companies:

- thebigword Inc (London, UK) <http://www.thebigword.com/>
- Hi-com Asia <https://www.hicom-asia.com/>
- Lingo24 (Scotland) <http://www.lingo24.com/>
- LCI - Linguistique Communication Informatique (Jouy-en-Josas, FR ; Shanghai, CN)  
<http://www.lci-europe.com> ; <http://www.lci-asia.com/>

- EC Innovations Inc (Beijing, CN) <http://www.ecinnovations.com/en/index.php>

✧ 02/2019-now

### **Online Chinese Teacher**

- Via YenLy – Tiếng Trung Online (Facebook)
  - Teaching materials and topics: Boya Hanyu all levels, Business Chinese, General Communication Chinese

✧ 02/2020-02/2021

### **Offline Chinese Teacher**

- At Hoa Van The Gioi School
  - Teaching material: Communication in Chinese, Basic to Intermediate Level

✧ 2004-2005

### **Chinese Teacher**

- At Solen Electric Limited Company
  - Teaching material: 301 Speaking Sentences

### **Other Qualifications**

- Software Project Management by Alliant
- Impact Presentation Skill by Dale Carnegie

### **Computer skill**

1.	Microsoft Office Word	Professional
2.	Microsoft Office Excel	Professional
3.	Microsoft Office PowerPoint	Professional
4.	Microsoft Office Access	Basic
5.	Adobe Acrobat Professional	Advanced
6.	Adobe Illustrator	Basic
7.	Adobe InDesign	Basic
8.	SDL Trados	Advanced
9.	C++	Basic
10.	Web page Makeup Language (HTML)	Basic