



Mai Dinh Cuong

Translator

Residential Address

82/3, 18B Street, Binh Hung Hoa A
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Ho Chi Minh City

Email Address

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Skype Name

cuongmaidinh

Cell Phone

(+84)984.811.094

Professional Skills

English listening	■■■■■
English speaking	■■■■■
English reading	■■■■■
English writing	■■■■■
Translation	■■■■■
Teamwork	■■■■■

Computer Software

Microsoft Word	■■■■■
Microsoft Excel	■■■■■
SDL Trados 2014	■■■■■
General knowledge	■■■■■
Supporting software	■■■■■

Employment Experience

Freelance Translator

Bookstores – Ho Chi Minh City, VN

2006 – 2007

Translate books of a variety of fields: finance, politics, mechanics etc.

Operational Engineer

FiCO company – Tay Ninh Province, VN

2007 – 2012

- Operate and maintain the machine line
- Translate operation guides, technical documents for internal use etc.
- Interpret for company leaders and customers in meetings

English Teacher

Toan Viet Co., Ltd – Ho Chi Minh City, VN

Apr. 2013 – Nov. 2013

Teach English to learners from elementary to advanced levels.

Translation Management Service Assistant

Tanner Vietnam – Ho Chi Minh City, VN

2014 – 2015

- Manage translation projects
- Hire freelance translators for translation projects
- Control the quality of translation

In-house Translator

Phuoc & Partners Law Firm – Ho Chi Minh City, VN

2015 – Present

- Translate legal documents, contracts, legal advice, petitions etc.

Freelance Translator

Wikihow International

2015 – Present

Translate and localize articles for Wikihow website

Educational Background

Engineer in Construction Material

Ho Chi Minh City University of Technology
2002 - 2007

Bachelor in English

Ho Chi Minh City Open University
2011 - 2014