

English-Vietnamese Linguist

Ha Doan

Quality work. Trustworthy communication. Fulfilled audience.

- **TOEFL iBT:** 106/120
- **Fields of expertise:** Technology (IT, software), Automobile, Business and Finance, Marketing, Engineering (mechanical engineering), Science (general, math, chemistry), Healthcare (general, oncology), Beauty (cosmetics), and Education
- **Services:** translation, first revision, second revision, editing, proofreading, subtitling, language sign-off, linguistic quality assurance, style guide creation, MTPE, and linguistic consulting

Experience

Jun 2020 - Current

Language Specialist *Self-employed*

- Full-time online translator with Upwork, ProZ.com, and Transparent.com. Major subject areas with respective clients include:

- o **Technology:** Microsoft, HP, Adobe, Dell, Infor, Cofense, Amazon Web Services, GK Software, Kaspersky, accesso
- o **Business and finance:** AON, AutoCount, Nike, Bosch, Wacom, Zoom Video Communications, TeamViewer, Ceridian, Brainlabs, Transplicity, Asian Development Bank, Techcombank, Orient Commercial Joint Stock Bank, Boston Consulting Group, Sponge Compliance, EcoVadis, PPD Pharmaceutical Development Vietnam Company, EBSCO, Lanco, Facebook Singapore, Meta, CCJK, MasterClass, Koch Foods, NENS, Brand Finance, Telecare, Phonak, Marriott, Magh und Boppert GmbH, Accenture, Maker Lab PTE, Westcon-Comstor, CHS Health
- o **Automobile:** Hyundai, Samsung, Vantage Mobility International
- o **Science:** Allnex, Qiagen
- o **Engineering:** Caterpillar Inc., General Electric, Emerson Electric, Yanmar, Lectra, Rheem, Bayer, Tomra, Tetra Pak
- o **Healthcare:** Mayo Clinic, Imunis, CenterWell, Kindred Hospital, AAPCHO, Group Health Cooperative, Grifols, HCA Healthcare, Signant Health, Bayer
- o **Education:** Portland Public School, Marano Business Solutions, Worcester Public School
- o **Cosmetics:** IS Clinical, MAC Cosmetics, GUCCI (perfume), Jo Malone
- o **Shipbuilding:** Fincantieri

- Linguistic consulting in English-Vietnamese language pair for DeepL SE.

- Linguistic service provision (translation, transcription) for an EU-based market research company.

- AI audio revision for a hotel maintenance guiding software for Hilton.

- Daily capacity: 2500 words for translation, 4000 words for editing, 8000 words for proofreading.

Dec 2014 - May 2020

Business Analyst *3 local software companies*

- Manage requirements, software releases and other work artifacts. Communicate and collaborate with development teams, both in-house and contracting, and with direct managers and PMs to deliver software services to customers.

- Major customers include large local banks; EU-, US-, and SEA-based technology companies. Domains of work include banking process digitalization, telemedicine, e-publishing, e-ticketing, travel itinerary and vendor management, and sports trading.

Sep 2010 - Aug 2013

Freelance Translator *Private translation group*

- Translate undergraduates' theses on economics, construction, telecommunications, etc.
- Proofread professors' research profiles, CVs, and resumes.

Education

2010 - 2015

**B.B.A with a
specialization in
Finance and Human
Resources**

Hanoi University

CAT Tools

- SDL Trados 2021
- MemoQ 9.12
- Translation
Workspace XLIFF
Editor
- Linguistic Toolbox 3
- Phrase/Memsource
- Lingotek
- ATMS Web Editor
- XTM
- Smartling
- Smartcat
- Marscat
- Maestra
- Transparent TMS

Other Software

- Xbench
- MS Word
- MS Excel
- PowerPoint
- Adobe Acrobat
- Aegisub
- Subtitle Edit
- Emeditor

Contact

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