

HAI YEN NGUYEN

TRANSLATOR AND PROOFREADER



CONTACT INFORMATION

Mobile (+84) 936 891 170
Skype dudeitsmon@gmail.com
E-Mail dudeitsmon@gmail.com
Address 128C Dai La Str., Hai Ba Trung
District, Hanoi, Vietnam

ABOUT ME

I am a translator and proofreader with 2 years of experience, having worked on many large projects in various fields.

PROFESSIONAL CAREER

Translation Associates

Foxlingua 2021 - now

- Involved in the execution of numerous projects in various fields. Always ensure that projects are completed on time and meet the requirements of the translation: Use of precise terminology, comprehensibility to the original reader, appropriateness to the target language and culture. Notable projects:
 - Axmann technical manual for Vinfast Hai Phong
 - Technical manual for SMS Group
 - Translations of imported drugs and medical materials
 - Proofreading of translations
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SPECIAL SKILLS

- Ability to complete large amounts of work in a short period of time
- Mastery of CAT software such as Trados, Memoq, etc.
- Mastery of office software
- German level C1 (Hanu test)
- Mastery of PowerPoint, Canva; ability to create and design slides/folders/posters according to the required content.

EDUCATIONAL BACKGROUND

High School Doan Ket - Hai Ba Trung

High School Graduation, 2019

- GPA of 9.2
- Writer for school project

Hanoi University

Bachelor's Degree in Translation and Interpreting, 2023

- GPA of 3.28
- Earned the Academic Incentive Scholarship