



Nguyen Le My Hanh

English to Vietnamese Translator

No 24/11 Trung Hiep hamlet, Hiep An village, Duc Trong district, Lam Dong province.

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OBJECTIVE

Short-term objective:

- Translate skills books from English to Vietnamese

Long-term objective:

- Long-term cooperate with 1980 Books.

WORK EXPERIENCE

ECONOMY AND FORECAST REVIEW (EFR)

27/04/2018 - PRESENT

CHUYENVIETSEO.COM

27/04/2018 - PRESENT

OHAY TV WEBSITE

JAN 2018 - PRESENT

DALAT TRIP LTD

MAR 2017 - MAY 2017

CONTENT WRITER

Main responsibilities:

- Complete the number of articles follow the time of deadline assigned

Achievements and skills gained:

- Writing skill
- SEO skill
- Persistence, hard work
- SEO skill
- Ability to work independently

COPYWRITER

Main responsibilities:

- Complete the number of articles follow the time of deadline assigned

Achievements and skills gained:

- Writing skill
- SEO skill
- Persistence, hard work
- Ability to work independently

COLLABORATOR (TRANSLATE ENGLISH TO VIETNAMESE)

Main responsibilities:

- Translate texts from foreign websites, adjust and post to the site.

Achievements and skills gained:

- Writing skills.
- Translation skills.
- SEO skill.

INTERNSHIP (TOUR GUIDE)

Main responsibilities:

- Communicate with foreign tourists come to the travel agent.
- Assist tourists during the time they are on the trip to Da Lat city and

Nha Tang city.

- Make a reporting of practicing every day.

Achievements and skills gained:

- Be assessed positively by the travel agent's boss: hardworking, careful, high responsibility,...
- Make a good impression on foreign tourists after each trip.
- Improve English Communication Skills.

AT HOME

OCT 2016 - JUL 2017

ENGLISH TUTOR WITHOUT FEE

Main responsibilities:

- Always inspire learners by stressing the importance of learning foreign language.
- Teach the English programme in grade 5 and 6.

Recognition:

- Get affection from learners and their parents.
- Learners' sharing: "Miss. Hanh always takes care of learners, listen and answer learners' question in detail".

EDUCATION

PEDAGOGICAL COLLEGE OF DALAT

OCT 2014 - JUN 2017

BACHELOR OF ENGLISH FOR BUSINESS - TOURISM

GPA: 7.47

ACTIVITIES

INTERNATIONAL VOLUNTEER DAY 2017 (VIETNAM YOUTH FEDERATION CENTRE - 05 DINH TIEN HOANG, DISTRICT 1)

03/12/2017 - 03/12/2017

VOLUNTEER

- Join "Booth Tour" come from over 20 NGO in Vietnam, in additional directly enroll volunteering activities.

VOLUNTEER FOR EDUCATION (V.E.O)

02/09/2017 - 03/09/2017

VOLUNTEER

- Create a learning environment with fun activities.
- Teach the English lesson for children there. (Ban Lac 2, Mai Chau, Hoa Binh)

PEDAGOGICAL COLLEGE OF DALAT - BLOOD DONATION

2014 - 2015

VOLUNTEER

- That is a noble gesture.
- Join a blood donation.

CERTIFICATIONS

2017

VOLUNTEER CERTIFICATE issued by the Vice General Director of the Volunteer For Education Organization

2015

PEDAGOGICAL CERTIFICATE issued by the director of the Pedagogical College Of Dalat. Grade: Fair

2008

MICROSOFT OFFICE CERTIFICATE (Level A) issued by the director of the Dalat University. Grade: Good

HONORS & AWARDS

2014-2017	Gain good graduation achievement 2014 - 2017
2016-2017	Scholarship in 1st semester 2016-2017 and 2nd semester 2016-2017.
2015-2016	Scholarship in 2nd semester 2015-2016.

SKILLS

Microsoft Office



English



Camtasia



Video Scribe



Photoshop



Adobe Illustrator



INTERESTS

- Reading
- Translation
- Writing
- Crafting

REFERENCES

Mrs. Tran Thi Mong Dao
English teacher of Pedagogical College Of Dalat
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