



# Tran Hoai Phuong

## FREELANCE TRANSLATOR

- 84 Xuan Phuong, Nam Tu Liem, Hanoi
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- Tranhoaiphuong.ussh@gmail.com
- (+84)85 992 8161

## PROFILE

Highly skilled and experienced translator with a diversity background.

Adept in accurately assessing the context of material, translating it in an understandable and appropriate way.

Bringing forth a positive work ethic and a commitment to efficiency and integrity.

## SKILLS

Project Management

Time Management

Translation Software

Chinese

English

## REFERENCES

Datawords Group Localization Project

Coordinator: Tran Dieu Linh

Mail: dtran@datawords.com

G.O.C Services Trading Company General

Manager: Bui Thi Dieu Hong

Phone: (+86) 1576 878 2878

Mail: weiping.wm@gmail.com

## EMPLOYMENT HISTORY

3/2014 - 10/2015: English/Chinese tour guide at Temple of Literature, Hanoi.

3/2015 - 8/2015: Translator at Center for Chinese Studies.

3/2015 - 3/2016: Annual English/Chinese translator at Taiwan Education Fairs

6/2016 - Present: Chinese Freelance Translator

- Translator/Interpreter for a wide range of clients in e-commerce and retail field, including clothes, shoes and camping equipments.
- Interpreter for Audio Visual Global JSC (AVG) project.
- Supported the customer service goals by offering excellent translating assistance at G.O.C Services Trading Company.
- In charge of translating all the documents and materials for each client.
- Translating and subtitling anime for Zhanjiang Yuefeng Culture Communication Co.,Ltd.

1/2021 – Present: English Freelance Translator at Datawords Group

- Translating various projects professionally and working closely with the project coordinator.
- Able to work effectively and accurately within a range of different projects and clients such as: Nittsu, L’Oreal Paris, Colgate, Martell, Gucci...

## EDUCATION

*Vietnam National University, Social Science and Humanities University (2012-2016)*

Bachelor of Oriental Studies

GPA: 3.67/4.0

*Wuhan University (2016 – 2019)*

Master of Tourism Management

Tourism Planning and Marketing Research

GPA: 3.2/4.0