

Johnathan Do

Professional Translator

ABOUT

Professional translator with over 3 years experienced. I have served over 400 clients during this time. I am confident in my multi-skilled, reliable & talented translator with a proven ability to translate written documents from a source language to a target language.

PERSIONAL INFORMATION:

📍 1194 Chua Lang str
Lang Thuong
Dong Da
Hanoi
Vietnam

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Nationality: Vietnamese

DOB: 12/01/1992

AREAS OF EXPERTISE

General translation

Legal translation

Business Transltion

Website translation

Book translation

Proofreading

Document formatting

SKILLS

- Exceptional communication and time control skills
Successful working in a team environment as well as independently
- The ability to work under pressure and multi-task
- The ability to follow instructions and dilivery results

WORK EXPERIENCE

PTI Professional Translation Company
TRANSLATOR October 2014 - Present
Working full-time for a translation agency providing a translation service to clients where needed. Involved converting documents and articles from one language into another and ensuring that the finished converted articles relay the intended message as clearly as possible.

Duties:

- Researching legal & technical phraseology to ensure the correct translation is used.
- Liaising with clients to discuss any unclear points.
- Providing guidance & feedback & creating customer-specific style guides.
- Translation of documents from a foreign language to Vietnamese & vice versa.
- Reviewing, edit, proofreading mother-tongue text.
- Revising more junior translator's translations.
- Supporting the translation team with other projects when need.
- Retrieving articles from newspapers, magazines, the internet, translating them into Vietnamese.

KEY SKILLS AND COMPETENCIES:

- Familiar with translation software tools.
- Able to fluently speak English, Chinese, Korean and Japanese.
- Able to work to tight deadlines.
- Highly skilled in Word, Excel and Power Point.

EDUCATION

BBA International Business
Foreign Trade University 2010 - 2014
LLB Economics Law
Hanoi Law University 2010 - 2014

REFERENCES – Available on request.