# Vietnamese Interpreter

**Le Hoang**

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| SE14 6DW |  | DOB: 11/09/1983 |
| **AREA OF EXPERTISE**    *Translating legal*  *documents*    *Proofreading*    *Interpreting* |  | **PERSONAL SUMMARY**  A multi-skilled, reliable and talented translator with a proven ability to translate written documents from Vietnamese to English. A quick learner who can absorb new ideas and be able communicate clearly and effectively with people from all social and professional backgrounds. Flexible in the ability to adapt to challenges when they arise and at the same time remaining aware of professional role and boundaries.    Would like to work as a Vietnamese Interpreter for career development and progression. |
| **PROFESSIONAL**  *PTTLS*                                **PERSONAL SKILLS**    *Detailed orientated*    *Well organised*    *Friendly* |  | **WORK EXPERIENCE**  **Vietnam2uk – London**  *Interpreter*  2010 – 2013  **Skyline Interpreting – Hounslow**  *Interpreter* January – Present    Working freelance for a translator agency providing a translations and interpretation service to clients where needed. Involved converting documents and articles from Vietnamese into English and vice versa and ensuring that the finished converted articles relay the intended message as clearly as possible.    **Duties:**   * Researching legal to ensure the correct translation is used. * Translation of document and letter from Vietnamese into English and vice versa. * Reviewing and proofreading mother tongue text. * Conducting face-to-face interpreting. * Telephone interpreting. * Conference interpreting. * Retrieving articles from newspapers, magazines and the internet and translating them into English and vice versa.     **KEY SKILLS AND COMPETENCIES**   * Able to fluently Vietnamese and English. * Excellent communication and social skills. * Able to work to tight deadlines. |

* Good skilled in Word, Excel and Microsoft Outlook.
* Willing to travel and able to work under pressure.

**ACADEMIC QUALIFICATIONS**

# BA (Hons) Marketing

*Hanoi University* 2001 – 2005

# MA International Business

*University of Gloucestershire* 2009 – 2011

# Community Interpreting Level 3

*International School of Linguists*2015 – pending

**REFERENCES** (on request).