



## Education

**HA NOI UNIVERSITY OF SCIENCE AND TECHNOLOGY**

**OCT 2018 - NOW**

Major: Electrical Engineering and Automation



## Work Experience

**LANGUAGE HOUSE LANGUAGE CENTER**

**OCT 2018 - MAY 2019**

Content writer and Teacher's Assistant

- Wrote and edited high-quality content and visually impactful programs under deadline pressure with exciting, captivating and authentic approach.
- Managed competing deadlines with efficiency.
- Partnered with teacher to plan and implement lessons following school's curriculum, goals, objectives and philosophies.

**FREELANCE TRANSLATOR**

**NOV 2019 - NOW**

- Translated documents in English to Vietnamese and vice versa.
- Listened to video dialogue and developed translation into target language to prepare subtitle scripts.
- Communicated effectively with clients to establish scope and requirements of translation, following up after submission of work to confirm satisfaction and understanding.
- Maintained message content, tone and emotion as closely as possible.



## Summary

Detail-oriented English Translator offering 2 years of experience. Demonstrated success in various settings providing range of document and text translation services. Versed in producing accurate documents for technology, business, government and cultural application. Successful at maintaining meaning, flow and specific characteristics of original words when translating documents or spoken words. Converses easily in English – Vietnamese languages. Background includes working in pressure environments to perform document and verbal translation services. Excellent listening and communication skills with organized and systematic approach. Delivers high level of accuracy in English to Vietnamese translation and vice versa.



## Certifications

TOEIC Certificate with score 930

IELTS Certificate with score 7.5



April 10, 2000



Male



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## SKILLS

Detail-Oriented

Good Listening Skill

Responsible

Customer Service

Computer Skills