

LE HUU DUC MINH

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 Gender: Male

 Address: Hoa Khe Ward, Thanh Khe District

 Day of Birth: Jan 28, 1994



Career Objective

Seeking a challenging and rewarding career as a professional translator, where my linguistic expertise and cultural understanding can be leveraged to facilitate effective communication across language barriers. My objective is to provide accurate, culturally sensitive, and timely translations while continuously improving my language skills and cultural knowledge to meet the diverse needs of clients and contribute to their global success.

Candidate Summary

- IELTS Band Score: Overall 6.5
- Experienced and versatile translator with a strong command of multiple languages and a deep understanding of various cultures. Proficient in translating written and spoken content across a wide range of subjects, including technical, legal, medical, and literary materials. Skilled in maintaining the tone and context of the source text while delivering accurate, culturally relevant translations. Adept at using translation tools and software to enhance efficiency and consistency. Committed to delivering high-quality translations that facilitate effective cross-cultural communication and promote client success.

Skills

- People Management and Development: Proficient in effectively managing and nurturing individuals and teams, fostering growth, and providing support. Adept at identifying strengths and areas for improvement, and facilitating professional development.
- Effective Communication and Conflict Resolution: Strong communicator with exceptional negotiation and interpersonal skills. Skilled at resolving classroom conflicts and creating a harmonious learning environment through clear communication and tactful problem-solving.
- Empathetic and Collaborative: Demonstrates a deep commitment to understanding and engaging with students, fostering meaningful relationships. Possesses strong collaboration skills, offering thoughtfulness, empathy, and active listening to enhance student interactions and engagement.
- Adaptive Learning and Problem-Solving: Demonstrates a proactive and adaptable approach to learning, thriving in various situations. Capable of adjusting teaching methods to meet evolving challenges and diverse student needs, ensuring effective education delivery.



Work Experience

THUE NHANH HON SALE EXECUTIVE

12/2018 – Now

- **Responsibilities**
 - Cooperating in Closing Deals: Work closely with sales team members to guide them through the sales process, provide assistance in negotiations, address client concerns, and help close deals effectively. Collaborate with team members to strategize and overcome obstacles during the sales cycle.

- Strengthening Relationships with Clients and Partners: Cultivate and maintain strong relationships with existing and potential clients to foster trust, loyalty, and repeat business.
- Predicting the Market and Clients: Analyze market trends, competitive landscape, and client needs to anticipate shifts in demand and adapt sales strategies accordingly.

Achievements:

- Successful Support for Prominent Clients: Assisting clients like VNVC, Shinhan Bank, and LG Da Nang Branch in finding suitable office locations by understanding diverse client needs and matching them with appropriate spaces.
- Cooperation with All Office Buildings in Da Nang: Collaborating with all office buildings in Da Nang to build comprehensive partnerships within the local real estate market.
- Closing Over 100 Business Deals: Closing a substantial number of business deals
- Renting Almost 10,000 Square Meters: Renting nearly 10,000 square meters of office space

FUTURE REAL ESTATE

SALE EXECUTIVE

12/2017 – 12/2018

• **Responsibilities**

- Translation and Communication: Assist the director in translating documents, files, and presentations, especially in meetings with partners, clients, or stakeholders who may communicate in languages other than the local language.
- Procedures and Documentation: Manage and submit various procedures required for the establishment and operation of the company, such as legal paperwork, licenses, permits, and registrations.
- Client and Landlord Outreach: Actively search for potential customers seeking office space or properties for rent, and landlords looking to lease their properties.
- Korean Client Support: Providing specialized support to Korean clients by understanding their preferences, requirements, and cultural sensitivities.
- Negotiation and Deal Closure: Participating in negotiations with clients and landlords to secure favorable lease terms and agreements.

Achievements:

- Successful Support in Establishing Real Estate Business: Assisting the director in successfully establishing a real estate business in Da Nang
- Accurate market research prediction to help the company capitalize on emerging opportunities, optimize resources, and stay ahead of competitors.
- Successfully won the landlords' trust and strengthen close relationships with them

MS THUY ENGLISH CENTER

TEACHER

12/2015 – 12/2017

and

01/2012-12/2014

• **Responsibilities**

- Lesson Planning and Curriculum Development: Developing engaging lesson plans and instructional materials aligned with curriculum standards. Designing activities, assignments, and assessments that promote language learning and fluency.
- Effective Classroom Instruction: Delivering clear, organized lessons catering to diverse learning styles and abilities. Fostering a positive and inclusive classroom environment that encourages participation and active engagement.
- Language Skills Development: Teaching and refining students' skills in reading, writing, speaking, and listening in English. Providing targeted instruction to

address grammar, vocabulary, and pronunciation.

- Individualized Support: Identifying individual student needs and adapting teaching strategies to accommodate diverse learning levels and challenges. Offering extra help and resources to students who require additional support.
- Assessment and Feedback: Evaluating student progress through assignments, quizzes, tests, and projects. Providing timely and constructive feedback to help students improve their language skills.
- Encouraging Communication: Promoting active communication in English by facilitating discussions, debates, and presentations. Creating opportunities for students to practice real-life language usage.
- Classroom Management: Establishing and maintaining a well-organized and disciplined classroom environment conducive to learning. Enforcing classroom rules and routines while ensuring a respectful and safe atmosphere.
- Parent and Guardian Communication: Communicating regularly with parents or guardians to provide updates on student progress and address any concerns.
- Professional Development: Staying current with language teaching methodologies, educational trends, and technological advancements. Participating in workshops, seminars, and conferences to enhance teaching skills.
- Extracurricular Involvement: Engaging in extracurricular activities such as language clubs, language competitions, or cultural events to enrich students' language experiences.
- Collaboration with Colleagues: Collaborating with fellow teachers, staff, and administrators to align teaching strategies, share resources, and contribute to the overall educational environment.
- Continual Self-Assessment: Reflecting on teaching practices, student outcomes, and classroom dynamics to make continuous improvements.

Highlight

- Significant Improvement in Student Language Proficiency: Achieving notable advancements in students' language skills, as evidenced by improved reading, writing, speaking, and listening abilities. Tracking and documenting individual student progress over time.
- High Student Engagement and Participation: Creating a dynamic classroom environment where students actively participate in discussions, presentations, and group activities. Encouraging a love for language learning and fostering a positive attitude toward English studies.
- Successful Test Results and Examinations: Guiding students to excel in standardized English language tests and proficiency exams. Preparing students to achieve high scores and helping them reach their academic and career goals.
- Innovative Teaching Approaches: Developing and implementing creative teaching methods or projects that enhance students' understanding of language concepts. Integrating technology and interactive resources to make lessons engaging and effective.
- Positive Impact on Students' Confidence: Empowering students to communicate confidently and effectively in English academically and in real-life situations. Witnessing students overcome language barriers and become more self-assured in their language abilities.
- Participation in Professional Development: Attending and presenting at conferences, workshops, or seminars related to language teaching and education. Engaging in ongoing learning to enhance teaching skills and stay updated with the latest methodologies.
- Strong Relationships with Students and Parents: Earning positive feedback and testimonials from students and their parents demonstrates strong rapport and effective communication.

