Linh Phạm Ngọc Tố

240/12K Luu Huu Phuoc ward 15 district 8

Ho Chi Minh City, Vietnam

Phone: + 84 01264044922

Email: phamemma97@gmail.com

WORKING LANGUAGE:

* English to Vietnamese
* Vietnamese to English

SKILL PROFILE:

* Excellent working knowledge using Microsoft Word, Microsoft Excel.
* Familiar with Trados and wordfast.
* Ability to take accurate messages and send messages promptly
* Responsibility to get a job done

EDUCATION:

* Graduated from Le Hong Phong High school for the gifted, majored in English and Literature.
* Currently a student of University of Economics Ho Chi Minh City (UEH).

AREA OF EXPERTISE:

* Technical/Industry
* Business, Financial texts
* Questionnaires
* Cinemas
* Education and Entertainment
* General text

SOFTWARE AND HARDWARE:

* PowerPoint
* Access
* Adobe PDF
* Babylon

Hardware: windows 8, 2GH Ram, LCD laptop, DVD-RW/CD-RW, Internet

LOOKING FORWARD TO WORK WITH YOU