**CURRICULUM VITAE**

**PERSONAL**

Full name: Nguyễn Hữu Quang, Mr.

Date of birth: August 3rd, 1990

Cell phone: (84) 905 232 759

Email: quangnguyenhuu90@gmail.com

Address: 386/15D Phan Chu Trinh St., Hue City, Thua Thien Hue, Vietnam

**EDUCATION**

- B.A in English, Majoring in Interpretation

* Four-year-regular course
* Very good classification, GPA: 8.20/10 or 3.35/4
* Awarded in July 2012 by Hue University - College of Foreign Languages, Vietnam

- International Tour-guide License – English speaking

* Issued in 2014

**WORK EXPERIENCE**

- September 2012 – present: **Translator** and **Interpreter**, free-lance and Translation Pool of Hue Junior College of Pedagogy

* Translating diversified documents ranged in fields: literature, general news, official documents, contracts, receipts, and score-sheets… from English into Vietnamese and vice versa.
* Interpreting English – Vietnamese and vice versa in business meetings, social conferences (liaison and consecutive interpretation).
* Some considerable translation in my portfolio:
  + Project “Preserve Important Wetlands and Associated Habitats” by UNDP, ISPONRE – Ministry of Natural Resources and
  + Environment, the project is particular on Tam Giang – Cau Hai Lagoon in Hue and its local livelihoods (2015 – 2020).
  + VOA radio news (Vietnamese version) (2013-2014)
  + Thesis on “Issue Of Foreign Language Transcription In Philology And World Literature Textbooks – Actualities And Solutions” - Hoang Thi Xuan Vinh (2012)
  + World Investment Report (2012)
  + Business Registration application of Phu Thanh Spinning Joint Stock Company (2011)

- August 2014 – present: **Tour operator** and **Tour guide**, Buffalo Tours/ Discova Company

* Booking services for tours with precise programs
* Taking people on tours in Central Vietnam
* Researching and building new tourist products
* Providing customer care services to people on and after tours

- Every March from 2012 - 2015: **Interpreter**, “Vets with a Mission” Medical Program

* Interpreting conversations between doctors and patients
* Translating prescriptions and device manuals

- March 2013 – February 2014: **Thriive Project Officer**, Friends of Hue Foundation & Design Capital – Hue Fund

* Translating business’ loan applications and other related documents from Vietnamese into English and vice versa.
* Working on schedule, logistics (booking cars, boats; contacting businesses) for foreign donors, auditors and other guests of the organization.
* Liaison interpreting for Thriive foreign donors, auditors, other guests and Vietnamese business owners.
* Consulting and participating in the process of marketing and selecting 14 businesses to receive no-interest equipment loans at a value of nearly 115,000 USD in 2013.
* Managing 15 businesses on carpentry, handicraft, mechanics and construction industries in term of tracking their finance and job growth, and their loan repayment.
* Working on reports detailing business financials, job growth, and status on repayment on a quarterly, biannual and annual basis for program evaluation.
* Working on official documents to authorities and businesses.

- April 2012 – December 2012: **Translator, interpreter** and **clerk**, Department of Export, Import and Investment Promotion - Management Board of Chan May – Lang Co Economic Zone

* Translating contracts, speeches, and promotion documents.
* Liaison interpreting for leaders in their field trips with foreign investors.
* Managing official documents of Department of Import-Export and Investment Promotion.

- January 2012 – August 2014: **English teacher** (part-time job), Anh My English Center

* Teaching English for students of all ages
* Refining curricula for the Center
* Taking students out for more English practice opportunities

- June – July 2012: **Co-leader** of Vietnamese Delegation at Global Mountain Theater 2012, Telluride Academy, Colorado, United States

**SKILLS**

- Good English public speaking, interpretation and translation

- Proficient IT skills (SDL Trados Studio, Microsoft Office PowerPoint, Words, Excel, Outlook...)

- Teamwork and organizing

- Critical thinking

- Background knowledge of technology, education, business, tourism, history and culture

- Good story –telling skills

**REFERENCES**

- Nguyen Khac Dung, Manager in Central Vietnam, DISCOVA Tours Company

* Email: khacdung.nguyen@discova.com

- Duong Quynh Nhi, Manager, Design Capital – Hue Fund

* Email: abchanhnhi@yahoo.com.vn

- Nguyen Huu Cuong, Former Executive Officer, Translation Pool of Hue Junior College of Pedagogy

* Cell phone: (+84)905511887