

NGUYEN THI THANH TAN

Castellón de la Plana, Spain
Dec, 05, 1991
tanita.germanito@gmail.com



I was born in Vietnam. I graduated from Hanoi University of Industry, Vietnam, in 2013 with a bachelor's degree in English translation/ English interpretation. I have more than eight years of experience in English - Vietnamese and Vietnamese- English translation and interpreting. I have more than two years of experience in writing and teaching.

EDUCATION

- ❖ Bachelor of English 2009-2013
[Hanoi University of Industry, Hanoi, Vietnam](#)
Modules included: English translation/ English interpretation.
- ❖ Certificate of English - Vietnamese, Vietnamese - English translation and interpreting in General Medical 2014
[Hanoi Medical University, Hanoi, Vietnam](#)
- ❖ Certificate of Spanish (level A) 2017
[Hanoi University, Hanoi, Vietnam](#)
- ❖ Certificate of English Teaching 2012
[University of Languages and International Studies-Vietnam National University, Hanoi, Vietnam](#)

EXPERTISE

- Translation and interpretation (face-to-face, OTP)
- Doctor Assistant
- Presentation
- Customer service
- Writing
- Teaching

CERTIFICATION

- English: Fluent
- English Medical Certificate
- Spanish: Level A
- Microsoft Office: (level B)

WORK EXPERIENCE

Consecutive interpreter (TI & VRI) *United States*

<https://saweb.com/>
<https://www.helloглобо.com/>

2021-present

- Provide accurate, customer-service-oriented, and confidential interpretation to LEP individuals and service providers in a variety of settings, including clinics, hospitals, schools, insurance companies, community-based organizations, and government agencies.

English teacher in Kids&us Academy *Spain*

(2019-2020)
<https://www.kidsandus.es/es/>

- Give English classes.
- Conduct oral tests for students.
- Have meetings with parents.
- Make reports.

- Provide a noise-free working environment, approved equipment, and high-speed reliable Internet.

**Independent Contractor Recruiter
Audio consecutive interpreter
(OTP) United States**

<https://www.unitedlanguagegroup.com/>
<https://boostlingo.com/>

- Completed Medical Interpreting Entrance Exam
- Completed required training courses for qualified Interpreters.
- Interpret between source and target language (English- Vietnamese and vice versa)
- Provide smooth communication between client and LEP (Limited English Speaker) by accurately and completely interpreting all information.
- Types of clients: Hospitals, clinics, courts, banks, public organizations, insurance companies, NGOs, etc.

**Senior Medical Translator/ Interpreter
Vietnam**

[American Chiropractic Clinic \(ACC\), Hanoi, Vietnam](#)
[Vibrant Clinic \(ACC\), Ho Chi Minh City, Vietnam](#)
<https://acc.vn/>

- Translate English - Vietnamese and vice versa between doctors of chiropractors, Rehabilitation experts, Orthotics experts, physiotherapists, and patients.
- Translate general medical documents, create patients' files, reports, insurance, patient reports, and internal-external documents.
- Translate meetings, conferences, board of Directors Physiotherapy and Rehabilitation training, and meetings with other hospitals/clinics.
- Set up, scan feet, support papers, educate, and consult customers in ACC Events in Hanoi, Ho Chi Minh City, and other areas in Vietnam (indoor, outdoor events)
- Create and arrange training documents and support the clinic's electronic system.
- Recruit, and train new Assistants, Orthotics staff
- Support other departments (Front desk, Orthotics, Physiotherapy, Rehabilitation, Business development...)

2020-
present

AI Training for Vietnamese Writing Experts

Scale AI
<https://www.mlginternational.com/>
(2023- present)

- Work on various writing in Vietnamese projects to train generative AI models.
- Rank a series of responses that were produced by an AI model.
- Create prompts and analyze responses from AI models.
- Decide whether the responses meet all requirements.
- Assess whether a piece of text produced by an AI model is factually accurate or not.

2015 –
2019

**Vietnamese Medical Translator
(Specializing in clinical trials)**

Freelancer
<https://www.iqvia.com/>

- Provide translation documents for clinical trials, with primarily specialist-facing and patient-facing documents.
- Work according to tight deadlines and independently

ACTIVITIES _____

- **Interpreter** (PAMAS Clinic, interpret English & Vietnamese Medical documents, Events, conferences, and training in Hanoi, Danang, Ho Chi Minh City, Vung Tau, Vietnam)
- **Translating Freelancer** in translating General medical, cosmetics, advertisement, conference documents, translating documents in other fields such as visa documents.
- **Event translating** (English & Vietnamese) in ACC Clinic in HCMC, Hanoi

Medical Interpreter/ Translator

Prochiro, Hanoi, Vietnam

<http://thankinhcotsong.vn/>

- Assist Doctors of Chiropractor
- Interpret for doctors and patients.
- Interpret for doctors and the Board of Managers in conferences and meetings.
- Translate patients' records, insurance, clinic website, and internal and external documents.
- Recruit and train new Front desk and Assistant Staff
- Create training documents, medical documents
- Be part of the setting up team at the early stage

REFERENCES

Mr. Dennis ACC
Clinic manager
Dennis.riego@acc.vn

Mr. Kelvin
Vibrant clinic manager
kelvin.koo@acc.vn

Ms. Uyen
Owner of Top One Translation Company
mecua1102@gmail.com