 Tran Thi Ngoc Tram

*Translator - Content Editor*

*Personal Details*

Date of birth : 03rd October, 1992

Contact address: 220/9 Ho Van Hue, Ward 26

Phu Nhuan District, Hồ Chí Minh City

Phone number : 0120-464-4143

E-mail : [tranngoctram.310@gmail.com](mailto:crystal31092@gmail.com)

*Qualifications*

Bachelor of Arts in English language - Ho Chi Minh City Open University

2010-2014

*Certificate*

TOEFL ITP: 563/677

*Work experience*

* Part-time Translator – Thien Minh Group

January 2011 – January 2015

Translate and edit English documents about skin care, health care, nails care, weight loss,… into Vietnamese versions.

* Full-time Subtitle Translator - Thao Le Entertainment Company

June 2014 – March 2015

Translate and edit English subtitle for shows, films broadcasted on Star World, Asian Food Channel, Davinci, Outdoor Channel,...into Vietnamese.

* Part-time Translator - Phu Nu Nguoi Lao Dong Newspaper

January 2015 – February 2016

Translate English articles about women’s health care into Vietnamese versions.

* Part-time Translator - Optimist Company – Website Picnictoy.vn

April 2015 - February 2016

Translate English articles about how to play with and teach kids, about benefits of play and toys into Vietnamese versions.

* Full-time Translator – Dong Thai Import And Distribution Company, Ltd.

October 2015 – July 2017

Translate, edit articles about herbals, vitamins, health care,...

Translate subtitles for videos about Sales.

Support office tasks.

Build website Voila-blog.vn and store.voila.vn

* Part-time Translator – WIKIHOW.COM

November 2015 – January 2018

Translate, edit articles instructing how to do everything in daily lives.

Build website Wikihow.vn

* Full-time Translator & Sales Admin – PROVESTIA Company

August 2017 - Present

Translate, edit articles about pregnancy, herbals, vitamins, health care, information about cosmetics, supplements...

Support office tasks.

Build website Karethy.com; Voila-blog.com and hoclam.me

* Part-time Subtitle Translator - INJESTAR Company

January 2018 – Present

Translate and edit English subtitle for Japanese shows into Vietnamese.

*Special skills*

Good at both individual work and group work

Skilled at researching and gathering valuable information

Familiar with MS Word, MS Power Point

Able to work under pressure

Eager to listen and learn

*Languages*

Vietnamese (mother tongue)

English (good)

Korean (some)

*Activities attended*

* The Seminar *Learn the secret to learn English Fast* at Wall Street English
* The Seminar *Soft Skills Training Series: Jobs Searching Skills* at The American Center
* MOOC Camp *Analyzing Global Trends for Business and Society* at The American Center

*Interests*

Watching movies, listening to US and K-Pop music, reading online newspaper,...

*References*

Mr. Hoan - Provestia Company - Manager

Phone number: 090.360.4409

Mr. Tuan – Thao Le Entertainment Company - Coordinator

Phone number: 090.226.3523