

NGO VAN BINH

Qualified Linguist

Professional & Experienced Translator, Editor, Reviewer

Email: ngobinh85hp@gmail.com

Experience: 2007 - current

LANGUAGE PAIR

- English (native-like) and Vietnamese (native)

PRINCIPLES

- Quality, Punctuality & Professionalism

PHILOSOPHY

- The translator's main role is to precisely send the message from a source language to a target language in a way appropriate to the target language's users, the targeted audience as well as the document topic, purpose and formality level - in other words, that is, the localization process. Therefore, when translating documents, I pay particular attention to criteria such as getting and sending the precise message, using appropriate language for the topic and the purpose as well as the targeted audience, maintaining the consistency in terminology and writing style and socio-cultural norms of the target language. Doing those things, I can make the words like an original writing, not a translation, in the target language.
- The reviewer's role is to help deliver the best possible quality of the translation in terms of not only linguistic aspects, but also socio-cultural aspect as well as visual representation aspect of the translation to the targeted audience of the document. So I focus on checking quality of the translation by looking at both overall level and detail level with such aspects as accuracy and nativeness of the translation, appropriateness and consistency of language used including terminology, writing style, grammar, typos, among others.
- The proofreader's role is to help the message of the document to be clearly expressed and successfully sent across in the most suitable way based on the audience, the topic and the purpose of the document, among other aspects. So I carefully look at aspects like punctuation and spelling, grammar, format and relevant details.

TOOLS

- Trados studio 2014, memoQ, Transcribe and Aegisub (for transcription and subtitling)

AREAS

- Medical, Insurance, Commerce/E-commerce, B2B, Website Content, Advertising/Marketing, Finance, Business, Legal, Technical, IT, Media, Education, Tourism, Entertainment, Linguistics, Automation and others

EDUCATION

- BA, Teaching English, Hai Phong University, Vietnam, 2005 - 2009
- MA, Language studies, National University of Singapore (NUS), Singapore, 2011 - 2012

SERVICES

- English <=> Vietnamese: Professional translation, transcreation, reviewing and proofreading
- English: Professional editing and proofreading
- Vietnamese: Professional editing, proofreading, subtitling and transcribing
- Linguistic analysis of brand names, product's descriptions, documents, etc (English, Vietnamese)
- Consultation of language usage (English, Vietnamese): reports, articles, essays, theses, etc.

EXPERIENCES

- I am a professional English/Vietnamese translator, editor, reviewer, proofreader and transcriber. As a native speaker of Vietnamese and near-native speaker of English, I have completed lots of assignments in the field of translation, editing/reviewing as well as proofreading of the language pair English/Vietnamese since 2007 for many worldwide famous language service providers. For tools, I use them to assist my work, but as a meticulous person, I check every single detail of my work before punctual deliveries.
- I am currently cooperating with Glocalis (<http://www.glocalis.com/>), 1StopAsia (<http://www.1stopasia.com>), Asian Absolute (<https://asianabsolute.co.uk>), Multilingual Group (mlgtranslate.com), Global Language Solutions (<http://www.globallanguages.com>), Express Translation (<http://www.express-translation.com.sg>), Lyrics Lab (<http://www.lyriclabs.com>), Straker (straker.com), CLS Communication (<http://www.cls-communication.com/en>)/Lionbridge (<http://www.lionbridge.com>), Translate Media (<http://www.translatemedia.com>) and others.

REFERENCES

- Mr. Shiyuan Xu (Director), Express Translation, shiyuan.xu@express-translation.com.sg
- Ms. Savannah Campbell (Project Manager), Multilingual Group, scampbell@mlgtranslate.com
- Ms. Eva Wang (Project Manager), 1StopAsia, eva@1stopasia.com

Dear Sir/Madam,

I am writing to apply for the position of translator (reviewer/editor, proofreader) for English and Vietnamese. With my education (BA in Teaching English, MA in Language studies (English)), about seven years of translation experience as well as my creativity and meticulousness in working with documents, I strongly believe that I am a very good partner of the language pair English/Vietnamese for you.

As a professional and experienced translator, I possess not only thorough understandings of English and Vietnamese but also good grasps of the socio-cultural backgrounds of the two languages. A Bachelor's degree in Teaching English from a university in Vietnam and especially a Master's degree in Language studies (English) from National University of Singapore have provided me with both expertise in English and the cultural knowledge of English. Moreover, being a native speaker of Vietnamese and near-native speaker of English (residing in Singapore since July 2011) does contribute to my successes in the field of translation.

With about seven years working in the field of translation, I have gained lots of valuable experiences. As mentioned above, my philosophy for translation is that the translator's main role is to successfully and precisely send the message from a source language to a target language in the way appropriate to the target language's users, with attention to context where the document is used. So as a translator, I first gain the message of the source language, and then I express it in the target language in the most suitable way with particular attention to the topic area, the audience of the message and the purpose of the document, among other relevant aspects. Third, I double-check the message and overall level as well as detailed level before punctual deliveries; in other words, that is a localization process of the message. This also applies to edition/reviewing when I check the quality of documents.

I do believe that meticulousness and creativity are two very important features when I convey a message from a language to another language. With meticulousness, I won't miss even minor details as well as the overall picture and the message of the document in hand. Creativity helps me express the message in the target language in the most suitable and most convincing way for the native speakers of the target language.

I hope those things help you in part to have some initial understandings about me. You can contact me any time through my email above.

Thank you very much for considering my application, and I look forward to cooperating with you soon.

Faithfully yours,

Ngo Van Binh

Email: ngobinh85hp@gmail.com