

HAI MANH NGUYEN

Address: 5A Inglebert Street, London, EC1R 1XR
Mobile: +44 (0) 7818073603

Email: H.M.Nguyen@city.ac.uk
<http://hainm.TranslatorsCafe.com>

EXPERIENCE

Freelance Translator and Interpreter **from May 2000**

- Specialised in Business/Management/Marketing/Finance/Economics/IT
- Experienced in translating contracts, movie scripts, transcripts, manuals, guides and letters
- Interested in other technical and legal documents

Vietcombank Securities, Vietnam **May 2004 - Sep 2004**

Full-time Analyst and Translator

- Administered the company's English webpage and prepared daily market reports
- Translated reports, legal documents, contracts and templates: English ↔ Vietnamese
- Analysed and provided English and Vietnamese reports on listed firms
- Initiated and developed company's brochures and templates – English & Vietnamese

BP Petco - BP's JV with Petrolimex Vietnam **Jul 2003 - Aug 2003**

Summer Intern

- Initiated and independently conducted an Employee's Satisfaction Survey and Interview
- Evaluated and suggested an improved management information system
- SPOT Bonus awarded for Excellent Performance
- All work was done in both Vietnamese and English

EDUCATION

Cass Business School, London, UK **Sep 2004 - Sep 2005**

MSc in Finance – Postgraduate Scholarship awarded for academic excellence

University of Reading, UK **Oct 2000 - Jul 2003**

BA Management & Business Administration - First Class Honours

Queen Mary College, University of London, UK **Sep 1999 - Jul 2000**

International Foundation Course – Best Student Award

Cosmos Language Centre, Vietnam **Jan 2004 - Apr 2004**

Advanced English/Vietnamese Translation and Interpretation Course

London English Language Centre, Vietnam **Dec 2003 - Feb 2004**

Advanced English/Vietnamese Translation Course

SKILLS & INTERESTS

Computing Skills and Software:

- TRADOS 6.5 Freelance
- Microsoft Word, Excel, PowerPoint, FrontPage 2003
- Adobe Acrobat Professional, EViews, DataStream, Bloomberg

Languages: Vietnamese (Mother tongue), English (Fluent), Mandarin (Basic)

Interests: Badminton, dancing, guitar, tennis, football

QUOTING INFORMATION

Language pairs: ▪ English to Vietnamese and Vietnamese to English

Rates: ▪ Minimum £0.04 per source word
▪ Minimum £15 per hour

Daily output: ▪ 2000 – 4000 words ▪ Up to 6000 words at weekends

Availability: ▪ Anytime ▪ Online 16/24 with broadband Internet connection

Payment method: ▪ PayPal to hainm@yahoo.com or Bank Transfer (preferable)