

Dam Thi Le Thu

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Academic Background

- ❖ Accomplish Bachelor of Arts Degree in International Business from Hanoi Foreign Trade University, Hanoi, Vietnam in the year of 2008.
- ❖ Acquire TOEIC score: 880 points.

Computer Programming Skills

- ❖ Competency in using: Windows9X, Windows2000, Windows ME, Windows XP
- ❖ Competency in utilizing Office Package: Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, Microsoft Outlook Express

Professional Occupation

- ❖ **2004 – 2007:** Professional Translator and Interpreter in Construction and Technology Field.
- ❖ **2007 - Present date:** Work as Senior Officer for Sumitomo Mitsui Banking Corporation which is one of 3 famous Japanese Bank all over the world.

Expertise

- ❖ Perfect Translation and Interpretation from English to Vietnamese and vice versa.
- ❖ With 8 year experience, I am confident to present good quality translation from a wide range of fields as follows and being able to meet tight deadline
 - Banking and Finance
 - International Business/ Trade
 - Marketing
 - Investment and securities
 - Retail/ Wholesales
 - Social or any business relating issues
 - Transportation
 - History/ Literature
 - Customs projects, etc

Others

Rates: From English to Vietnamese and vice versa: 0.12 - 0.20 USD per word

Daily output: 15 pages per day

Payment method: Paypal account