

Hoang Tran Dieu Mai

maihoanghp@yahoo.com

(+84) 904 994 363

Hanoi

07 May 1983



MAJOR ACHIEVEMENTS

Extensive experience in project assistance, secretarial and administration works, translation and interpretation.

WORK EXPERIENCE

MEINHARDT INTERNATIONAL PTE., LTD

(1/2010 to present)

Position: **Translator/Interpreter/Office Admin**

Tasks:

- Responsible for complete handling of all correspondence and filing work.
- Confirming appoints for Resident Engineer, follow up with contractor, employer, head office, government departments and other offices.
- Accompany Resident Engineer in meetings to work as interpreter and take notes of the meetings.
- Look after general administration of office.
- Travel outstation, if required.
- Translation of documents, letters, and reports as required.

Project:

- Hanoi – Hai Phong Expressway Project

MSC TRADING & TECHNOLOGIES CO., LTD

(10/2007 – 11/2008)

Position: **Director**

MSC Technologies was my first experience in business. Though failed, I have gained invaluable lessons in business for future plans.

Competences:

- Engineering and Project Management
- Building Maintenance Service

Tasks:

- Office management activities
- Customer relationship
- Marketing tasks
- Tax reports
- Payment claims

TRINITY PROJECT DEVELOPMENT & MANAGEMENT CO., LTD 9/2007-1/2009)

Position: **Translator/Interpreter/Director Assistant**

- Office administration
- Translate documents, letters, reports as required
- Interpret at meetings
- Contact with international customers and partners

KEY SKILLS

Problem-solving skills
Interpersonal skills
Team building skills
Organization skills
Management skills
Secretarial skills
Internet skills
MS skills

LANGUAGES

English (fluent)
Chinese Mandarin (basic)
Vietnamese (native)

CHARACTERISTICS

Responsible
Analytical
Creative
Independent
Organised & systematic
Passionate
Thorough
Flexible
Patient

INTERESTS

Photography
Food & Dining
Gardening
Music
Reading
Traveling

TRINITY TECHNOLOGIES CO., LTD

(6/2006-10/2007)

Position: **Translator/Interpreter/Project Assistant****Tasks:**

- Project management tasks
- Marketing and business tasks
- Translating an editing product brochures and marketing documents
- Customer services
- Market surveys
- Prepare bid documents
- Other tasks assigned by Director

Competences

- BMS and building engineering
- UPS supplier

Projects:

- Pacific Place Building (Hanoi)
- Intercontinental Hanoi Westlake (Hanoi)
- The Garden (Hanoi)

TRINITY J.S.C

(10/2005-8/2006)

Position: **Translator/Project Assistant****Tasks:**

- Translating technical references and materials from English to Vietnamese and vice versa;
- Participating in material taking-over activities between the Company and vocational and technical schools, colleges and universities.

Projects:

- Vocational and Technical Education Project under General Department of Vocational Training, MIMOSA

FREELANCE TRANSLATOR / PROOFREADER

(2005 to present)

Fields covered:

Economics / Laws / Finance & Banking / Education / Social Issues / General Engineering / Construction / Transport / Food & Dining

PARTIME EDITOR (www.afamily.vn at Child Care category)

(2009 to present)

- Collect articles from English websites
- Translate & edit those articles from English to Vietnamese

EDUCATION

College of Foreign Languages, Vietnam National University, Hanoi

(2001-2005)

Qualification: **BA, English Study (Translator/Interpreter)***Achievement:* **GOOD****Foreign Trade University of Hanoi**

(2006-2009)

Qualification: **BA, International Trading***Achievement:* **GOOD****TRAINING COURSES ATTENDED**

Department of Accountings, National Economics University

(2007)

Qualification: **Accounting for SMEs (Small & Medium Enterprises)**

Johnson Controls

(2008)

Certificate: **Generals on Johnson Controls BMS System**

REFERENCES

Mr. Nguyen Dinh Dai, General Director, Trincorp Group, (+84) 913234587
Mr. Tran Anh Tuan, Director, Trinity Project, (+84) 913007876
Mr. Rogelio Deguito Mosquito, Vice Director, MSC Technologies, (+84) 938551654
Mr. Mike Moloney, PM, HN-HP Expressway Project, (+84) 937161187
Mr. Chau Dung Dat, General Director, Meinhardt Vietnam, (+84) 903800778

I certify that the statements made above are true and correct. I shall bear all responsibility related to the authenticity of the information provided.



Hoang Tran Dieu Mai