

CURRICULUM VITAE

PERSONAL INFORMATION

Full name	Giáp Thị Thùy Linh
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PROFESSIONAL EXPERIENCE

Freelance Translator/Subtitler

- Translate and edit (English - Vietnamese)
- Write creative content and edit/Copywriting
- Subtitle (English - Vietnamese)

Freelance Translator/Subtitler

March 2016 - Present

Deluxe Entertainment Service Group

- Translate/Subtitle from English into Vietnamese
- Proofread and edit client-provided materials
- Conform existing scripts/subtitle files to particular specifications of various clients

Freelance Writer

June 2020 - December 2020

Vietcetera Media

- Write creative content
- Translate and edit client-provided materials

Business Development Manager (Full-time)

August 2016 - February 2020

FPT AdTrue Advertisement JSC. - Hanoi

- Identify new leads and follow up on sales opportunities (Online Advertising)
- Maintain and manage fruitful relationships with existing Clients
- Provide feedback and solutions to senior managers

Copywriter/ Editor (Full-time)

August 2014 - December 2015

Herbavina Company Ltd. (Healthcare) - Hanoi

- Write clear and persuasive copy for websites, brochures
- Translate medical materials
- Revise, edit, and proofread content and photos
- Make plans and develop advertising campaigns

OTHER EXPERIENCE

- Gardening
- Content creation
- English tutor
- Voluntary work
 - Teaching assistant - Full house 19/5 - Hanoi
 - Volunteer at Hope Center (School for autistic children) - Hanoi
- Customer Service at Travel Agency

EDUCATION

Academy of Finance, Hanoi

August 2010 - June 2014

Bachelor of English Language

- Major in English for Finance and Accounting

SKILLS

- Translation (English - Vietnamese)
- Subtitling (English - Vietnamese)
- Content Localization
- Copywriting/Editing
- Negotiation and Persuasion
- Customer service
- Creativity
- Sales
- Time management
- Problem solving
- Teamwork

PERSONAL INTERESTS

- Travel
- Outdoor activities
- Reading
- Gardening
- Photography
- Yoga and Meditation