

CURRICULUM VITAE

Freelance translator

English – Vietnamese

Vietnamese – English

Personal information

Full name: Tu Tran

Address: 23 Nguyen Chi Thanh St., Dong Da District, Hanoi City, Vietnam

Email: tutran29@hotmail.com

Education Background

2007-2011: Foreign Trade University

Bachelor degree in English

Working information

2010 – 2013: Canon Vietnam Co., Ltd.

Main tasks:

- Translating documents and interpreting as needed
- Translate company documents or meetings when required (Vietnamese or English).
- Prepare and attending meetings, conferences, and events.
- Conduct other administrative tasks if required

2010 - Present: Freelance translator: translating, editing, and proofreading.

Language pair: English to Vietnamese and vice versa.

Translating fields:

- Education, entertainment, sport, construction, business and marketing, finance and banking, games, etc.

Hardware and software:

Hardware: Mac Os

Software: Microsoft office, Adobe Acrobat, MemoQ, OmegaT.

Payment method:

Via PayPal, Money transfer, and Western union.