**HOANG THI THU YEN**

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| PERSONAL INFORMATION: | * Nationality: Vietnamese * Gender: Female * Date of Birth: August 21, 1992 * Cell phone: (+84) 363 584 277 * E-mail: [hoangyen.e21@gmail.com](mailto:hoangyen.e21@gmail.com) * Skype ID: hoangyen.ulis * Proz.com profile: <http://www.proz.com/translator/1849820> |
| FEATURED PROJECTS | 1. **Translation:**  * Website localization for Wix.com, Patreon.com * Translating materials for Intel: Product features and specifications, Sales and Marketing materials, Support articles, technical documentation, How-to-guides, etc. * Documents for Workshop: “North Korea Sanctions-Related Risk Management: An Interactive Training for Leaders in Vietnam” (**English to Vietnamese – 5422 words**) * Learning materials for Languagenut.com (**English to Vietnamese – 6500 words**) * Pivot88 Quality Control Web Platform – Pivot88.com **(English to Vietnamese – 2,500 strings/12,601 words)** * Technical Manual – ETI Fire Systems **(English to Vietnamese – 28,969 words)** * ETI Fire Suppression System – Operators Manual 2013 **(English to Vietnamese – 3,572 words)** * Catalog – Aardwolf Industries LLC **(English to Vietnamese – 2,140 words)** * Mechanical Vacuum Lifter – Manual – Aardwolf Industries LLC **(English to Vietnamese – 11,352 words)** * Premera Blue Cross Medicare EOC, ANOC & Drug Formulary – proofreading **(English – Vietnamese – 106,251 words)** * Sub-vertical Mechanical Bar Screen - MOD. GVB – **(English to Vietnamese – 11062 words)** * Report on implementation in water safety plan **(Vietnamese – English – 9000 words)**  1. **Interpreting:**  * Agency All-hands meeting – FWD insurance company (**2 hour)** * Presentation of iFerret: FOD Detection System – Meeting between Stratech and Civil Aviation Authority of Vietnam **(5 hours)** * Presentation of Cargo Security Technology – Meeting between Ascent Company and General Department of Vietnam Customs (**2 hours)**  1. **Subtitling:**  * Cooperating with Injestar Inc. in Subtitle translation projects for NHK programs, with Sfera Studios in subtitle projects for Netflix. |
| EDUCATION: | * 2010 - 2014: University of Languages and International Studies   B.A in English Translation and Interpreting  Distinction degree |
| WORKING EXPERIENCE: | 1. **FROM FEBRUARY 2017 – NOVEMBER 2018**   **ICHIKAWA KANKYO ENGINEERING CO., LTD**  **Representative Office**  **52 Yen Hoa, Tay Ho, Hanoi**  **English Interpreter & Sales Assistant** |
| 1. **FROM JUNE 2016 – FEBRUARY 2017**   **VICA CONSULTANTS INTERNATIONAL LTD**  **35, Thuy Khue, Tay Ho, Hanoi**  **English Interpreter & Project Assistant** |
| 1. **FROM AUGUST 2015 – JUNE 2016**   **ERESSON BEER AND ALCOHOL ONE MEMBER LIMITED COMPANY**  **9 Pham Hung, My Dinh, Hanoi**  **English Interpreter cum Personal Assistant** |
| 1. **FROM JUly 2014 – July 2015**  Meinhardt International Pte LtdEngineer Site Office of Package EX-5Hanoi – Hai Phong Expressway ProjectHung Dao – Tu Ky – Hai Duong **Secretary & Interpreter** |
| 1. **FROM 2014 – Now**   **Freelance translator** |
| PERSONAL SKILLS: | * **LANGUAGES:**   + English: Upper intermediate (IELTS 8.0)   + English translation and interpreting skills * **COMPUTER:**   + Microsoft Offices (Words, Excel and Power Point)   + CAT tool: SDL Trados * **SOFT SKILLs**:   + Teamwork   + Individual work |

*Thanks for reading,*

***Hoang Thi Thu Yen***