**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
* 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-5 Hanoi – 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
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*Thanks for reading,*

***Hoang Thi Thu Yen***