

CURRICULUM VITAE

PERSONAL INFORMATION

Full name: **Nguyen Bich Van (Cindy Nguyen)**
Date of Birth: **April 07, 1984**
Gender: **Female**
Marital status: **Married**
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CAREER OBJECTIVE

17 years having been industrious to receive any translation & interpretation jobs of any fields with a desire to enhance my knowledge on a wide range of areas from Engineering & Technology, Business & Marketing, Finance & Banking, to Medical, Environment, Website and etc. while consolidating my translation & interpretation skills to make every single job as pure as possible.

Currently, there do not remain many translators/interpreters who work with love and enthusiasm due to the thought – “this is not a true profession”. My view is different, whenever you decide to start something, you should do it with all your heart and finish it with the best results.

If you’re looking for a professional, qualified and certified English to Vietnamese translator & interpreter. Please do not hesitate to contact me, I am always available to reply you.

EDUCATION

Bachelor of Art at Hanoi University of Science and Technology (2002-2007)

I was lucky to study at this University where I had to work hard, try my best to accomplish a lot of assignments and finally pass many regular exams with good results. Studied here, I was trained on a wide range of areas from Engineering, IT to Business, Finance, International Trade, etc. which pushed me to spend much time on self study, go to library doing research, learn in a team to exchange knowledge. And this 5-year period help me grow to be a quick, desired, and responsible learner in my entire career.

TRAINING COURSE

- *8/2016 – 10/2016: Professional Interpreter Training Course:* Sao Khue Talent Center - again, it was very lucky for me to join this course, it gave me valuable knowledge and experience that was shared by veterans in the field. Each day at class is a on-duty day, we have to work as a real interpreter, act in front of audience and deliver a highly qualified job to customers – this improved my interpretation skills significantly, helped me become much more mature in every interpretation task.
- *3/2012-07/2012: Import-Export Course* - This short course provided me with base & real knowledge, experimental methods to deal with: Incoterms; shipping documents; foreign trade affairs; customs procedures; sale agreement; and price negotiation.
- *5/2014-07/2016: Various Soft Skills training courses:* ABC positive thinking, Effective Communication, Negotiation Skill, Problem Solving Skill, Time Management, Customer Excellence – These valuable courses which I got chances to experience have, to some extent, changed my mind and my life. Positive thinking together with necessary supporting skills helped me deliver high effectiveness in daily works.

EXPERIENCES

Sep 2006–
present

Freelance Translator & Interpreter (17 years)

🚩 **TRANSLATION & EDITING projects joined:**

Medical & Healthcare:

- Angioplasty & Stent Replacement: EN>VN – 10,000 words
- Medical Device_Sterilizer: EN>VN – 34,000 words
- Heart valve disorders: EN>VN – 11,000 words
- Aortic valve replacement recovery & follow-up: 7,000 words
- Diabetes and Eye Problems: 4,000 words
- Children Digestion Issues: EN>VN – 30,000 words.
- Q8-riboflavin and energy and fatigue: EN>VN – 20,000 words.
- Cardiology: EN>VN – 55,000 words
- [General] [Editing] Quality assessment: EN<>VN – 550,000 words

Marketing, Insurance & Finance:

- Generali Insurance Group: VN>EN – 50,000 words (general internal documents, medical reports, regulations, code of conduct, public releases, certificates, etc.)
- Prudential Insurance Group: VN>EN – 60,000 words
- Schindler Brochure: EN>VN – 10,000 words
- Coats Product Manual: EN>VN – 50,000 words
- E & H Marketing materials: EN>VN – 50,000 words
- Website: EN>VN – 66,000 words
- Many other marketing related documents for companies specialized in Engineering & Technology.
- Various dossiers and correspondences from Europe insurance companies sent to their partners: VN>EN
- Website of one big auditing company in Vietnam: VN>EN
- General financial public releases from different businesses.

Technical & Engineering:

- [Water Resources] Costal Engineering Improvement Project: EN>VN – 100,000 words
- [Website/General Engineering]: Groz-Beckert - EN>VN – 200,000 words
- [Website/General Engineering]: Endress & Hauser – EN>VN – 250,000 words
- [Website/Garment & Textile]: Coats – EN>VN – 300,000 words
- [Energy] Nuclear Waste: EN>VN – 16,000 words
- [Forestry] U Minh Ha: VN>EN – 35,000 words
- [General Engineering/Manual] Operation and Maintenance Manuals: EN>VN – 60,000 words.
- [IT] [Computing] Google file system (GFS): EN>VN – 11,000 words

Business:

- [General] Code of Conduct: EN>VN – 10,000 words
- [General] Sustainable Development Report: VN>EN – 20,000 words
- [General] Sales assessment: EN>VN – 10,000 words

Other:

- [General] [Editing] Quality assessment: EN<>VN – 550,000 words
- [Transcription] [Medical] Patient interviews: EN>VN – 8 files, 5 minutes each.
- [Law] Judgment - Family law: EN>VN – 3,000 words
- [Law] [Economic] Age-dependent taxes: VN>EN – 5,000 words
- A number of other small projects of different fields including pharmaceuticals, medicine, law, automobile and robot, literature, film and business contract.

*****Achievement:**

Highly evaluated by the clients in every project. RELIABLE and PUNCTUAL

 **INTERPRETATION project joined:**

- Fire protections and people rescuing in emergency case: stop breathing, heartbeat, etc: 1-day project.
- 3-day project with Gutsche Engineering_Filtration technology (Hanoi, Quang Ninh, Ninh Binh): Customer Visit – Product Introduction – Contract Negotiation
- 2-day project with IT Solutions (Hanoi): Conference with potential customers
- 3-day project with Juliab Textile & Garment (Hanoi, Ninh Binh): Customer Visit – Products Introduction – Production Processes
- 3-day project with Thailand company Smart cards & Solutions (Hanoi & suburbs): Meeting with potential customers in Quang Minh IZ.
- Half-day project on Construction & Bridge at Melia Hotel Hanoi
- Half-day meeting with customers_Product introduction at Hanoi

ABILITIES AND ADVANTAGES

- *Excellent Vietnamese word using and formatting.*
- *Wide based knowledge.*
- *Careful & meticulous, attentive to details.*
- *Eager to learn and do research*
- *Quickly master new terminology, new software, search tools...*
- *Hardworking and able to meet deadline (even working at weekend)*

I have strong skills to master knowledge of new specific fields. If I will be chosen, I can commit to deliver a highly valuable service contributing to your reliability and reputation in the market.

Daily output: 2,000 – 2,500 words/day (sustainable).

3,500 words/day (rush)

Expected rate: English ⇔ Vietnamese (the same):

+ Translation: \$0.06 - 0.1/source word; \$26 - 28/hour.

+ Editing/Proofreading: \$0.03-0.04/source word

+ Transcription & Translation: \$2.5-4/minute

+ Interpreting: \$40-50 per hour