

CURRICULUM VITAE

PERSONAL DETAILS

Name: Ngan Tu
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Graduation: Bachelor of Arts



EDUCATION BACKGROUND

2006 - 2010

B.A. Degree, Majoring in English (Translation and Interpretation)
Hanoi University (Vietnam)

WORK EXPERIENCE

05/2009 - Now

Freelance Translator and Interpreter

- Taking freelance translation and proofreading projects offered by domestic and foreign firms (direct clients and translation agencies).
- Translating audio files and taking freelance interpretation jobs

Areas of expertise

- **Legal:**

Contracts/agreements; terms and conditions; memos; PoA (power of attorney); laws and regulations; decisions/circulars/resolutions/decrees; applications; certificates (FSC, birth certificate, marriage certificate, etc); depositions; evidence documents; patents; witness statements; litigation materials; etc.

- **Medical/Pharmaceutical:**

Product descriptions; medical reports/surveys; healthcare services; adverse events; case report forms (CRF); clinical protocols; clinical trials; pre-clinical/clinical studies; contracts/agreements; CRA training materials; drug registration dossiers; GMP and GDP guidelines; informed consent forms (ICF); instructions for use (IFU); manufacturing process descriptions; deviation reports; marketing materials; NDA (new drug application) and IND (investigational new drug); patient information; patient recruitment materials; product labels; production manuals; questionnaires; regulatory documents; SAE (serious adverse event), SAR (serious adverse reaction), SOP (standard operating procedure); scientific journal articles, etc.

- **Business/Commerce/Finance:**

Training materials; letters and greetings; contracts/agreements; MoU; terms and conditions; correspondence; business policies and procedures; feasibility studies (FS); presentations; manuals; company profiles; progress reports; investment analysis reports; monthly reports; annual reports; websites; tender documents; EOI; TOR; project documents; advertising and public relations; financial statements; etc.

- **Marketing and market research:**

- **Technical documentation:**

Users guides; manuals; specifications; data sheets; test methods; manufacturing standards; quality management system requirements; installation and maintenance manuals; operation manuals; troubleshooting/repair/replace procedures; etc.

- **Engineering:** general, civil & structural, mechanical.

- **Education, Travel & Tourism, Textiles, Fashion.**

- **Websites**

10/2013 – 02/2014	<p><i>Translator and Interpreter (short-term)</i> <i>Econet Ltd Finland (Backan Water Supply and Sanitation project; ODA-funded project)</i></p> <ul style="list-style-type: none"> - Interpreting in official meetings (technical and progress meeting) between Econet (Main Contractor) and the PMUs / Sub-Contractor. - Translating documents related to the project, proofreading the translations done by other translators of the company. - Being in charge of preparing letters to send to the related parties.
06/2010 – 8/2012	<p><i>Translator/Interpreter cum Assistant to Managing Director</i> <i>Optimmo Vietnam Investment Company Limited</i></p> <ul style="list-style-type: none"> - Providing high-quality translations of various kinds of project documents, professional reports and emails from English into Vietnamese and vice versa. - Interpreting during meetings and conferences or field trips between the Managing Director and the company's managers and foreign clients/partners. - Liaising with local/ foreign partners and clients. - Assisting in preparing contracts, finalising project-related documents and procedures. - Coordinating agendas and scheduling meetings/conferences. - Assisting directly and indirectly Managing Director. - Undertaking other tasks as required.
05/2009 - 05/2010	<p><i>Part-time Translator and Interpreter</i> <i>Morning Star Company Limited</i></p> <ul style="list-style-type: none"> - Translating English documents and emails into Vietnamese and vice versa. - Acting as an interpreter during meetings with foreign clients/partners.
03/09 – 14/09/2009 29/05 - 08/06/2008	<p><i>Volunteer</i> <i>Vietnam Volleyball Federation (VFFV), for:</i> <i>the 15th Asian Senior Women's Volleyball Championship, 2009</i> <i>the 2008 Southeast Asian Women's Volleyball Championship</i></p> <ul style="list-style-type: none"> - Interpreting for the secretary general and chairman of VFFV during meetings with foreign observers and referees. - Helping to control activities on and around the court.
07/2007 - Now	<p><i>English tutor</i></p> <ul style="list-style-type: none"> - Teaching English to students at all levels.
REFERENCES	
Available on request	