

MAI KA NGUYEN NGO

Translator (Language Pair: English – Vietnamese)
maikanguyenngo@gmail.com

Areas of Expertise

Translating
Proofreading, Quality
Management, Final Eye
Interpreting
Cultural review

Highlighted topics

Marketing
Trade, E-commerce
Operations
Finance
Human Resources
Economics
Code of Conduct, Legal
Education

Platforms

Microsoft Office
SDL Trados
Wordfast

Summary

A responsible translator with full respect to time and quality. An effective communicator who can understand a client's requirement and strictly follow the requirement until the client is 100% satisfied with the work. Understand possible changes in a job and do not hesitate to adapt to any changes proposed by clients.

Work experience

Merger Market

Stringer

2010 – Present

- Consolidate Merger and Acquisition news with Vietnamese elements in English
- Translate and summarize Vietnamese business news across industries into English
- Responsible for the accuracy of the information by citing 3 references per published news
- Manage to have all the updated news on Merger Market within the day the news are published on local prints

Freelance Translator

2010 – Present

- Translation: Translate document and digital text from English to Vietnamese and vice versa with outstanding quality in a timely manner
- Proofreading, Quality Management and Final Eye: Responsible for clear and accurate messages to end users in terms of meaning and format
- Trans-creation, Cultural Review: Translate marketing materials using appropriate language to make sure the message is well received by the right audience; Suggest images, language and names to avoid cultural misunderstanding
- Interpretation: Interpret in consecutive and simultaneous modes for conferences

Education

- MBA in Marketing and Organizational Management
Virginia Institute of Technology and State University, Virginia, US
- BA in Economics and International Business
Foreign Trade University, Hanoi, Vietnam

Certificates and Qualifications

- Toefl
- GMAT