



BUI NGOC DUONG

English - Vietnamese Translator

October 1, 1993

Male

(+84) 168 284 4621

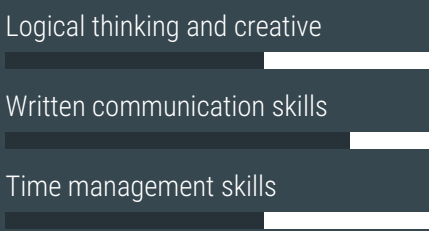
buingocduong@rocketmail.com

Hanoi, Vietnam

PERSONAL SUMMARY

I spent my time in education studying business along with some other areas, gaining knowledge in a wide range of subject matters. Upon studying the last year in university in 2013 I decided to change my career path and become a translator. I have built up my client list working as a freelancer since then and I also work for agencies on a regular basis. I have a good track record of impeccable proofreading, editing and translating. I'm proud to help many clients to better understand their documents. Bring forth a positive work ethic and a commitment to efficiency and integrity.

SKILLS



INTERESTS

- Soccer
- Music

EDUCATION

VIETNAM UNIVERSITY OF COMMERCE **OCT 2011 - MAY 2015**
 Major: Business Administration
 Degree Qualification: Pass

WORK EXPERIENCE

FREELANCER – SELF EMPLOYED **MAR 2016 - PRESENT**
 TRANSLATOR

Translating all subject matters from English to Vietnamese and vice versa, working on freelance basis. Clients include Pacteria,SDL,ByDeluxe, etc.

LOCALIZATION COMPANY – VILOCALIZATION **OCT 2013 - DEC 2020**
 TRANSLATOR

Working as in-house translator for VILO agency providing a translation service to clients where needed. Involved converting documents and articles from one language into another and ensuring that the finished converted articles relay the intended message as clearly as possible. Main responsibilities:

- Researching to ensure the correct translation is used.
- Liaising with clients to discuss any unclear points.
- Translation of documents/letters from Vietnamese to English & vice versa.
- Reviewing and proofreading mother-tongue text.
- Revising more junior translators' translations.

HONORS & AWARDS

University Scholarship in 2nd semester 2012-2013 and 1st semester 2013-2014. **2013-2014**

KEY SKILLS AND COMPETENCIES

Tech savvy. Knowledge in Trados, memoQ. Keen to learn new skills. Can work under stress and keep to deadlines.

REFERENCES

Available on request