



# NGUYEN HOANG THAO

*I am currently looking for a role in an exciting and progressive organisation*

30/12/1991

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Hanoi

## OBJECTIVES

- I am seeking employment with a company where I can use my skills to grow and contribute to the organisation's development.
- I want to excel in this field with hard work, perseverance and dedication.
- I want a highly rewarding job where I can use my skills and knowledge to help the organisation and my coworkers to continue to be successful.

## SKILLS

English Language

Spanish Language

Aegisub

Trados Studio 2015

Microsoft Word & Excel

Power Point, Visio & Publisher



## EDUCATION

### HANOI UNIVERSITY

Bachelor of Linguistics

Translator & Interpreter

SEP 2010 - JUN2015

### PERSONAL STATEMENT

I am an efficient, organized and approachable person who is always willing to help my work colleagues. While possessing effective communication skills, I also have a strong ability to work in an environment that requires teamwork as well as being self-motivated and able to work independently. My goal is to become fully-qualified and experienced so that I can contribute more to the organisation.



## WORK EXPERIENCE

### ZOO DIGITAL

Freelance Translator Eng-Vie

MAY 2017 - NOW

- Quality control. Proofread and edit. Feedback on translators.
- Translate movies, TV series given by the company.
- Adjust subtitle reading speeds, time codes, line and positioning compliance, safe areas and all restrictions relating to subtitling standard practice.

### HIVENTY ASIA

Freelance English Transcriptionist

APR 2017 - NOW

Transcription and adaption:

- Do the transcription English to English by following a specific template and by using the in-house software.
- Listen to recordings/videos and type the spoken content verbatim into a written transcript.

### TRANSCRIBE ME

Freelance English Transcriptionist

JAN 2017 - NOW

Listen to recordings and type the content into a written transcript specialized in various fields, such as: Multi-Speaker Interviews, Recordings of Meetings & Conferences, Dictation by Business Professionals, Administrative Transcription, Claims & HR Interviews, Document Translation, Audio & Video e-Discovery

### EXPERTRANS

Translator Eng-Vie, Vie-Eng

AUG 2016 - NOW

- Translate other documents if requires. Average speed: 2000 words/day
- Appropriately transmit cultural references, slang words and phrases and other expressions that cannot be translated in a literal manner.
- Subtitle movies, TV series given by the company. Average speed: 45 mins/day

### VIETRANS

Freelance Translator Eng/Spa-Vie, Vie-Eng/Spa.

FEB 2016 - NOW

- Convert concepts in the source language to equivalent concepts in the target language
- Compile terminology and information such as technical terms that need to be used in translation
- Read and reread translated documents several times to ensure accuracy
- Prioritize translation work to meet deadlines on multiple translation projects
- Areas of specialization: Construction, Technology, Medical, Legal.

**DELUXE ENTERTAINMENT****SEP 2016 - NOW**

Freelance Translator Eng-Vie, Vie-Eng

- Subtitle movies, TV series given by the company. Average speed: 45 mins/day
- Proofread and edit. Feedback on Translator or Proofreader

**TRAVEX VIETNAM****APR2015 - AUG2016**

Tour Operator cum Translator

\*Translator duties:

- Greet business partners when they come for meetings and translate the meeting if required.
- Translate documents if required.

\*Tour operator duties:

- Draw up complicated travel itineraries and ensuring that all the needs of the customers are met;- Make arrangements for transport, accommodation, tours, and activities;
- Contact airlines, hotels, and ground transport companies such as coach operators to make suitable arrangements; - Deal with and document complaints in an efficient and diplomatic manner;