



NHUNG BUI

TRANSLATOR/ REVIEWER

nhungbt.1002@gmail.com

SHORT BRIEF

- Strong EN-VI translator
- Work with timely and highly responsible manner
- Good knowledge at Management (both Operations and Project Management)
- Interested in IT products, business/management, marketing, markets/client behaviors, finance, banking, healthcare

EXPERIENCE

2012 – PRESENT

TRANSLATOR/REVIEWER/PROJECT MANAGER, FREELANCE

- Translating EN - VI documents in various fields (Business/Management, IT, Education, Marketing, Finance & Banking, Medical devices, etc.)
- Editing and proofreading EN/VI documents
- Subtitling, transcribing videos/audio files
- Desktop publishing
- Communicating with clients regarding technical and translation issues
- Assign tasks and support new translators

JUN 2014 – MAR 2018

PMO ASSISTANT/BUSINESS ANALYST/PROJECT MANAGER, NITECO

Project Manager - Main responsibilities:

- Managing various projects with team sizes up to 20 members
- Consulting senior managers for working processes/procedures and sales
- Coordinating with clients on daily/weekly basis to deliver right scope with good quality and budget provided

PMO Assistant- Main responsibilities:

- Support sales/pre-sales: Market research, Bid Documents, Contracts
- Propose and enforce adherence of PMO's processes and procedures as well as across functional departments'
- Resource management & invoices, contract management

Business Analyst- Main responsibilities:

- Explicit and finalize requirements from clients
- Document requirements and support implementation
- Support user acceptance test and provide trainings for end-users

TECHNICAL PROFILE

PROJECT MANAGEMENT TOOLS

- Jira, Microsoft Project, Freedcamp, Teamwork, Trello

TRANSLATION & LOCALIZATION TOOLS

- **CAT Tools** (Trados, MemoQ, Smartcat, Memsource, XTM, WorldServer, Matecat, Smartling, Google Translation Kit, etc.)
- **QA Tool** (Xbench)
- **DTP** (MS Office, Adobe Photoshop, Adobe Illustrator)
- **Subtitle Tools** (Subtitle Edit, Subtitle Workshop, Aegisub)

AREAS OF EXPERTISE

- Business/Management
- IT related fields: Software, hardware, website, games
- Marketing
- Education
- News

EDUCATION

2008 – 2012

BACHELOR OF BUSINESS ADMINISTRATION, FOREIGN TRADE UNIVERSITY

2015

PMF (PROJECT MANAGEMENT FOUNDATION) CERTIFICATE, KPS

2014

BA (BUSINESS ANALYSIS) CERTIFICATE, BACS

2014

IELTS 7.0