

<i>Curriculum Vitae</i>			
1. NAME OF TRANSLATOR	Doan Nguyet Anh		
2. DATE OF BIRTH	14 November 1988	CITIZENSHIP	Vietnamese
3. EDUCATION	Bachelor of Foreign Language (Business English), Foreign Trade University, Hanoi, Vietnam, 2010 IELTS 7.0 ; World Bank UPI # <b>546097</b>		
4. WEBSITE	<a href="https://www.linkedin.com/in/doan-nguyet-anh-30600b15/">https://www.linkedin.com/in/doan-nguyet-anh-30600b15/</a>		
5. LANGUAGES	<b>Speaking</b>	<b>Reading</b>	<b>Writing</b>
Vietnamese	Native	Native	Native
English	Fluent	Fluent	Fluent
<b>6. EMPLOYMENT RECORD</b>			
Oct 2019 - present	Translator/ Proof-reader   TheSoul Publishing		
Oct 2019 – Dec 2019	Project Assistant /Translator   Egis Vietnam Representative Office		
Mar 2018 - Feb 2019	Program Development Officer   International Centre for Environmental Management (ICEM), Vietnam		
Oct 2011 – Feb 2018	Business Development Officer/Project Assistant   VICA Consultants International Ltd., Vietnam		
Oct 2010 – April 2011	PR Executive   PROSCO Communication and Consulting Ltd., Vietnam		
Jan 2008 – May 2013	English teacher   Canberra English Training Center, Hanoi, Vietnam		
<b>7. TRANSLATION PORFOLIO</b>			
10/2019 - present	<b>Name of Client: TheSoul Publishing</b> <b>Position:</b> Vietnamese Translator/ Proof-reader <b>Activities performed:</b> proofread the translated - transcreated script, check voice over and video QA for localization of BrightSide, Lalalife and 123! projects (on Youtube/ Facebook) into Vietnamese.		
1/2023 - present	<b>Name of Client: A+ Global Solutions</b> <b>Position:</b> Vietnamese Translator/Proof-reader <b>Activities performed:</b> translate/proofread various types of documents, from governmental policies, election materials to general topics		
6/2023	<b>Name of Client: CJK</b> <b>Position:</b> Vietnamese Translator/Proof-reader <b>Activities performed:</b> proofread 16k word website localization materials for British – Vietnam International School.		
5/2023	<b>Name of Client: Private client</b> <b>Position:</b> Vietnamese Translator <b>Activities performed:</b> translate various documents on radiation monitor system for NSDD.		
5/2023	<b>Name of Client: Maven International</b> <b>Position:</b> Vietnamese Translator <b>Activities performed:</b> translate 25k word training modules on cybercrime		
4/2023	<b>Name of Client: MLG International</b> <b>Position:</b> Vietnamese Translator <b>Activities performed:</b> Being in the team in charge of localizing Texas law help website into Vietnamese. The website covers various topics from family law help to disaster relief, immigration etc.		
3/2022 - present	<b>Name of Client: Global Words Smith</b> <b>Position:</b> Vietnamese Translator/Proof-reader <b>Activities performed:</b> translate various materials related to election; translate 40k word materials for localization of Pittsburgh Commission on Human Relations		
11/2021 – 3/2022	<b>Name of Client: 1-StopAsia</b> <b>Position:</b> Vietnamese Translator/Proof-reader <b>Activities performed:</b> translate/proofread various types of documents, from medical instruction to insurance policies etc.		
10/2022 - present	<b>Name of Client: MaxiMove Translations</b> <b>Position:</b> Vietnamese Translator/Proof-reader <b>Activities performed:</b> translate various documents on cryptocurrency.		
9/2022 - present	<b>Name of Client: USTranslation</b> <b>Position:</b> Vietnamese Translator <b>Activities performed:</b> (i) translate 4k separation letter and appendix; (ii) translate various election documents		
8/2022 - present	<b>Name of Client: SuccessGlo</b> <b>Position:</b> Vietnamese Translator/Proof-reader <b>Activities performed:</b> translate (i) AWS training; (ii) manual of treatment delivery machine; (iii)		

	marketing materials for DIVA vaccines for cattles.
9/2022 – 3/2023	<b>Name of Client: Booking.com</b> <b>Position: Vietnamese Translator</b> <b>Activities performed:</b> Translate and localize articles, introductions about hotels, restaurants, places and other Booking.com’s services from English into Vietnamese
5/2022 – 7/2022	<b>Name of Client: KPI Institute, Australia</b> <b>Position: Translator</b> <b>Activities performed:</b> translate 100k word materials for training on performance management
3/2022 - present	<b>Name of Client: MK Translations Ltd.</b> <b>Position: Translator</b> <b>Activities performed:</b> translate (i) materials for survey (questionnaires, responses, etc.) on returned migrant workers; (ii) Capacity building parts in the Vietnam Export-Import Strategy 2021-2030; (iii) comments for Draft Land Law 2013 (revised); (iv) training slides on Entrepreneurship for Vietnamese women; (v) TOT training for leadership skills organized by VCCI and DECP; (vi) materials for workshop on renewable electricity best practices sharing between Australia and Vietnam.
10/2022	<b>Name of Client: ICEM</b> <b>Position: Translator</b> <b>Activities performed:</b> translate Hazard and Climate Change Vulnerability Assessment report under ADB   SC 116782 VIE: Support the Preparation of the Green Infrastructure for Ethnic Minorities
10/2022	<b>Name of Client: NIRAS</b> <b>Position: Translator</b> <b>Activities performed:</b> translate Baseline survey report of the project “Integrated Coastal Protection and Mangrove Belt Rehabilitation Project for Kien Giang and Ca Mau”
March 2022 - present	<b>Name of Client: PrudleLab</b> <b>Position: Translator</b> <b>Activities performed:</b> localize YaraConnect application into Vietnamese.
11/2020 – present	<b>Name of Client: Comtec Translations Ltd</b> <b>Position: Translator / Proofreader</b> <b>Activities performed:</b> (i) proofread 30k word and translate 7k word training materials for AIA; translate 3k words for clinical trial VATHOS for AstraZeneca; proofread 20k words of transcript for AIA; translated 8k word training material on Privacy Notice and Data Protection for Insights; 2k word training materials for Reckitt Benckiser; 1k word material for Magnetic Studio; translate 8k word training material on General Data Protection Regulation (GDPR) for Suntory; 6k word training material on Whistleblowing for Suntory; (i) translated 3k word material for PROPERO clinical trial; translated 10k word materials to localize an app used in car; (ii) translated 7.5k word training materials and video subtitles on cybersecurity for AstraZeneca Sponge; (iii) translated 5k word referral guide for KALOS clinical trial; (iv) translated 9k word training module on Competition Law for Suntory; (v) translated 4387 word patient guide for EMERALD-3 clinical study; (vi) translate 2k word document on oral care; (vii) in 10/2021, translated 3k word guideline for Insights; (viii) in 9/2021 translated materials for Oberon clinical study; (ix) in 8/2021 translated/trans-created marketing materials for GSK; (x) in 7/2021, translated 7k-word materials for STABILIZE-CDK clinical study (patient guide, pamphlet, poster); (xi) in 5/2021, translate 5k-word materials (poster, referral guide, eligible card etc) for MAHALE clinical study; (xii) in 3/2021, proofread 10k- and 8k- word training documents for Greif and OnTrack International and translate 9k word guidelines for Hudson GI clinical study from English – Vietnamese; (xiii) in 2/2021, translate 8k word training materials for Sonova; (xiv) in 1/2021, proofread and spot check 20k-word training document for Insight; (xv) in 11/2020, proofread the translation from Vietnamese – English of 7500-word training material.
6/2021 - present	<b>Name of Client: Fasttranslator</b> <b>Position: Translator / Proofreader</b> <b>Activities performed:</b> translated various types of materials from healthcare; translate 10k word training material for driving school.
1/2022 - present	<b>Name of Client: Plan Vietnam</b> <b>Position: Translator/Editor</b> <b>Activities performed:</b> (i) in July 2022, translated 70-page document name Boy Champions of Change from English into Vietnamese; (ii) in January 2022, edited the first part of 5 standards in Vietnamese translation of “PUTTING THE C IN CSE: STANDARDS FOR CONTEXT, DELIVERY AND ENVIRONMENT OF COMPREHENSIVE SEXUALITY EDUCATION”.
5/2021 - present	<b>Name of Client: Transparents/SEAtongue translation company</b> <b>Position: Vietnamese Translator/ Proof-reader</b>

	<p><b>Activities performed:</b> (i) translate 35k-word User Instruction for Zoom from English into Vietnamese; (ii) translate 21k word Technical Guide for Child Restraint System; (iii) translate 6k word materials on language support services for outpatients in hospitals; (iv) translate 21k word operation manual of MEDRAD® Intego PET Infusion System; (v) translate 15k word legal document for Wacom; (vi) translate a 2k-word marketing for Nike and 4k-word safety datasheets; (vii) proofread 100k-word for a project for Facebook; (viii) MTPE of training video scripts for Amazon Web Services.</p>
06/2022	<p><b>Name of Client: Vnfoundation organization</b>  <b>Position:</b> Vietnamese Translator  <b>Activities performed:</b> translate 13k words introduction about 8 US colleges from English into Vietnamese</p>
1/2022 - present	<p><b>Name of Client: Translavie</b>  <b>Position:</b> Vietnamese translator  <b>Activities performed:</b> Translate various marketing documents for CHIVAS products.</p>
11-12/2021	<p><b>Name of Client: SOS Children’s Village, Vietnam</b>  <b>Position:</b> Vietnamese Translator  <b>Activities performed:</b> translate the set of Advocacy documents from English into Vietnamese.</p>
10/2021 – present	<p><b>Name of Client: GTE Localize Company</b>  <b>Position:</b> English - Vietnamese Translator  <b>Activities performed:</b> in 10/2021, translate 500-word agronomy document and 3k-word website article for Ariston.</p>
6/2020 - present	<p><b>Name of Assignment/Client: ASEAN Development and Management Consulting Ltd. (ASEC)</b>  <b>Position: Translator</b>  <b>Activities performed:</b> Translated (i) Environmental and Social assessment report under Integrated Resilience Development Project; (ii) Engineering report under Secondary Green Cities Development Project; (iii) construction proposals for University of Science and Technology of Hanoi Development Project; (iv) Inception Report for ADB Loan No.2929 – Second Upper Secondary Education Development Project</p>
2/2020 - present	<p><b>Name of Client: Synergium AB</b>  <b>Position:</b> Vietnamese Translator  <b>Activities performed:</b> (i) translate 13k word manual of a medical testing device; translate 12k word manual of roller coaster system; translate 5k word guideline on driver training; (ii) translate 13k-word materials (Philips medical/healthcare instruments); (iii) in 5/2020, translate the Materials Safety Data Sheets and safety instruction manual from English into Vietnamese; (iv) in 2/2020, translate interview files for survey on Fresh Milk Value Chain in Vietnam from Vietnamese into English.</p>
9/2021 - present	<p><b>Name of Client: GFA Consulting Group</b>  <b>Position: Translator</b>  <b>Activities performed:</b> (i) translate Technical Guideline on Participation Forest Zoning from Vietnamese into English; (ii) translated “Technical Guideline translated Annex of Feasibility Study “Mitigating socio-economic Effects of the Corona Crisis through sustainable Forest Protection, Restoration and Development in the Central Highlands” from English into Vietnamese.</p>
6/2021	<p><b>Name of Client: Vietnam Lawyers’ Association</b>  <b>Position:</b> Translator  <b>Activities performed:</b> translated 22k-word report on Child-friendly legal consultation from Vietnamese into English.</p>
6/2021	<p><b>Name of Client: Private client</b>  <b>Position:</b> Translator  <b>Activities performed:</b> Translate 80k-word book on real estate market from Vietnamese into English.</p>
4/2021	<p><b>Name of Client: Private client</b>  <b>Position: Translator</b>  <b>Activities performed:</b> translate 25 page review report for “We are ABLE” Project</p>
2/2021	<p><b>Name of Client: Viettranslate Company</b>  <b>Position: Translator</b>  <b>Activities performed:</b> being in the team to translate a 94k-word document in neuroscience.</p>
12/2020	<p><b>Name of Client: Private Client</b>  <b>Position: Translator</b>  <b>Activities performed:</b> Translate the Annual Report 2019 of Orient Joint Stock Bank from Vietnamese into English.</p>
11/2020	<p><b>Name of Client/ Assignment: Asian Development Bank</b>  <b>Position: Translator</b>  <b>Activities performed:</b> Translate 47-page Inception Report on feasibility of the proposed project “Support</p>

	to National Targeted Program in Ethnic Minorities and Mountainous Areas”.
10/2020	<b>Name of Client: Private Client</b> <b>Position: Translator</b> <b>Activities performed:</b> Translate 55-page Report on stakeholder analysis in wood production and trading from a gender perspective (Case study in Dong Ky and Van Diem) from Vietnamese into English
9/2020	<b>Name of Client: Committee for Ethnic Minority Affairs, Vietnam</b> <b>Position: Translator</b> <b>Activities performed:</b> translate 70-page Inception Report under Support to National Targeted Program in Ethnic Minorities and Mountainous Areas Project from Vietnamese into English.
7/2020	<b>Name of Assignment/Client: TransForma US</b> <b>Position: Part-time Translator</b> <b>Activities performed:</b> Translate a statement from Vietnamese into English.
2/2020	<b>Name of Assignment/Client: EasyTranslate, Denmark</b> <b>Position: Proof-reader</b> <b>Activities performed:</b> Proof-read the articles on Sex Workers in Germany which are translated from English into Vietnamese.
1/2020	<b>Name of Assignment/Client: Survey on Wage Digitalization by World’s Women Banking in coordination with ILO</b> <b>Position: Translator</b> <b>Activities performed:</b> Transcribe interview audios into word files.
10/2019 – 12/2019	<b>Name of Client: Egis Vietnam Representative Office</b> <b>Position: Project Assistant /Translator</b> <b>Activities performed:</b> Translate the project documents under TA 9554-REG: Southeast Asia Urban Service Facility. The documents range from social and environmental assessment to hydraulic/hydrological modelling studies etc.
12/2019 - present	<b>Name of Assignment/Client: Translation Without Border Organization</b> <b>Position: Translation Volunteer</b> <b>Activities performed:</b> Translate medical/health care materials (instructions, procedures etc.) from English into Vietnamese.
12/2019	<b>Name of Assignment: Assessment on the nexus of gender, migration and climate change in Vietnam</b> <b>Client: UN Women</b> <b>Activities performed:</b> translate the 45-page report from Vietnamese into English
3/2019 – 11/2019	<b>Name of Client: TRANSLATED S.r.l</b> <b>Position: Airbnb Project Vietnam Translator</b> <b>Activities performed:</b> translated documents (articles, marketing materials, etc) for localization of Airbnb platform in Vietnam.
7/2013 - present	<b>Name of Client: Expertrans Global Language Solutions, Viettranslate Company, Altranz Language Masters</b> <b>Position: Part-time translator</b> <b>Activities performed:</b> translated documents (articles, marketing materials, bid documents, reports, contracts, manuals, banking receipts, statements etc).
7/2019	<b>Name of Assignment: Rapid Assessment of Livelihood Enhancement Group Outcome – Central Highland Poverty Reduction Project</b> <b>Client: World Bank</b> <b>Activities performed:</b> translate the 40-page report from Vietnamese into English
6/2019	<b>Name of Assignment: Research Report “Using Indigenous Knowledge in Agro-ecological practices for Climate change adaptation”</b> <b>Client: private client</b> <b>Activities performed:</b> translate the 70-page report from Vietnamese into English
1/2019	<b>Name of Assignment: Three books “A sticky situation - Designing Walls”, “ Water, Water Everywhere - Designing Water Filter”, “Catching the wind – Designing Windmills” by Engineering is Elementary</b> <b>Client: Expertrans Global Language Solutions</b> <b>Activities performed:</b> translated the books, ensured the meaning and key contents were maintained while easy to understand for Vietnamese readers.
7/2018	<b>Name of Assignment: Chapters 9 and 10 of the book “A Tale of Two Menus”</b> <b>Activities performed:</b> translated the chapters for reference of private client.
8/2018 - present	<b>Name of Client: ASEAN Development and Management Consulting Ltd. (ASEC)</b> <b>Position: Outsourced Translator</b> <b>Activities performed:</b> translate (i) Bid Evaluation Report for the Package CW 02 under Vinh Phuc Flood

	Risk and Water Management Project (VPFRWM); (ii) Reports under Vietnam Coastal Cities Sustainable Environment Project (CCSEP); Reports for Nghe An and Tay Ninh provinces under ADB TA 9335-VIE: Enhancing Agricultural Competitiveness in Vietnam – Value Chain Analysis Consulting Service.
12/2017 - present	<b>Name of Assignment/Client: Mekong Delta Integrated Climate Resilience and Sustainable Livelihood Project (MD-ICRSL) – Consulting service package CPMU-CS-CQS-01: Resettlement Action Plan (RAP) and Ethnic Minority Development Plan (EMDP) Independent Monitoring for 04 first phase subprojects</b> <b>Position:</b> Translator <b>Activities performed:</b> translate periodical independent monitoring report by the consulting team for RAP and EMDP from Vietnamese into English
7/2014 – present	<b>Name of Assignment: Letters between children and sponsors under Child Sponsorship Program, ChildFund Vietnam</b> <b>Position:</b> Translator <b>Client:</b> Expertrans Global Language Solutions and Altranz Language Master Co., Ltd <b>Activities performed:</b> translate letters between the children and sponsors from Vietnamese to English and vice versa both offline or on LTE platform.
11/2017 – 12/2018	<b>Name of Assignment/Client: Nam Trieu Investment and Development Co., Ltd</b> <b>Position:</b> Outsourced Translator <b>Activities performed:</b> translate Material Safety Data Sheet, Environmental Impact Assessment (EIA) Reports and other documents
10/2016-10/2018	<b>Name of Assignment: “Improve Living Standards for Ethnic Minority People” Program</b> <b>Position:</b> Outsourced Translator / Interpreter <b>Client:</b> Committee for Ethnic Minority Affairs (CEMA) <b>Activities performed:</b> translate the project proposals and interpret during meetings between CEMA and Asian Development Bank (ADB) and government agencies. The project’s concept papers and initial documents also cover environmental issues in mountainous areas, Central Highlands and southern coastal regions which are home to ethnic minority people.
2-3/2017	<b>Name of Assignment: Financial consultancy for Vietnam – City Infrastructure Financing Facility (CIFF) Project</b> <b>Position:</b> Outsourced Translator <b>Client:</b> CRISIL/ ASEAN Development and Management Consulting Ltd (ASEC) <b>Activities performed:</b> translate the Project Report – Annex 1: Detailed Assessment of Commercial Banks
7/2016 – 12/2017	<b>Name of Assignment: KfW8 and KfW10 Projects</b> <b>Position:</b> Outsourced Translator <b>Client:</b> GFA Consulting firm <b>Activities performed:</b> translate project reports and correspondences
10/2015	<b>Name of Assignment: TA 8671 VIE: Secondary Cities Development Program (Green Cities)</b> <b>Position:</b> Translator <b>Client:</b> ICF Consulting Services Limited/ ASEAN Development and Management Consulting Ltd <b>Activities performed:</b> translate the final report and project completion reports.
8/2015	<b>Name of Assignment: The conclusion of Minister Nguyen Minh Quang at the Summit on the 2016 Policy Framework on SP-RCC(Support Programme to Respond to Climate Change in Vietnam) Programme</b> <b>Position:</b> Translator <b>Client:</b> Sao Khue Translation Company <b>Activities performed:</b> (i) translate the STATEMENT on The conclusion of Minister Nguyen Minh Quang at the Summit on the 2016 Policy Framework on SP-RCC Programme.
6/2014 – 3/2015	<b>Name of Assignment: Improving Computer Usage and Public Internet Access Ability in Vietnam, The Bills and Melinda Gates Foundation</b> <b>Position:</b> Translator <b>Client:</b> Vietnam Market Analysis and Forecast JSC <b>Activities performed:</b> (i) translate project reports.
4/2014-12/2016	<b>Name of Assignment: Hanoi Urban Transport Development Project, WB</b> <b>Position:</b> Interpreter/Translator <b>Client:</b> Resettlement and Social Independent Monitoring Team <b>Activities performed:</b> (i) translate the periodical independent social and environmental monitoring reports prepared by the consultants and (ii) interpret during meetings between WB, PMU and Monitoring Consultants.
12-13/9/2014	<b>Name of Assignment: International Seminar on Dam Safety, Hanoi</b> <b>Position:</b> Interpreter/Translator

	<p><b>Client:</b> Vietnam Committee of Large Dams</p> <p><b>Activities performed:</b> (i) translate the slides presented by international and national experts from English to Vietnamese and vice versa; (ii) responsible for interpretation during the presentation of experts and translate the exchanges, questions and answers between experts and audience; (ii) accompany the experts and interpret for them during the site visit to Son Tay district, Hanoi.</p>
5/9/2014	<p><b>Name of Assignment:</b> Meeting between representatives of Nghe An, Ha Tinh and Quang Binh provinces and Asian Development Bank Vietnam Resident Mission (ADB-VRM), Hanoi</p> <p><b>Position:</b> Interpreter/Translator</p> <p><b>Client:</b> Nghe An province</p> <p><b>Activities performed:</b> (i) translate new project proposals from provinces to be submitted to ADB; (ii) interpret during the meeting.</p>
8/2014	<p><b>Name of Assignment:</b> Meetings between Vietnamese experts with partners in Vientiane – Laos</p> <p><b>Position:</b> Interpreter/Translator</p> <p><b>Activities performed:</b> (i) contact Laotian partners regarding new business opportunities and arrange meetings; (ii) interpret for Vietnamese experts during meeting with the partners (from Vietnamese to English and vice versa); (iii) help to draft and translate the report after the trip.</p>
12/2013 – 02/2018	<p><b>Name of Assignment:</b> Various projects under VICA Consultants International Company</p> <p><b>Position:</b> Translation Task Leader</p> <p><b>Activities performed:</b> (i) coordinate the translation of reports, documents and papers under various projects among translation team (with total 4 members); (ii) directly translate some documents given the urgency and need; (iii) review the translation of team members and responsible for the quality of translated documents before the managers/clients.</p> <p><b>Some projects can be named:</b></p> <p><i>Second Northern Mountain Poverty Reduction Project – reports and correspondences from Technical Assistance to Project Implementation (TAPI) Consultant Team to Central Project Office and World Bank</i></p> <p><i>Trung Son Hydropower Project – Environmental, Social and Livelihood Independent Monitoring Reports;</i></p> <p><i>Vietnam Medium City Development Project (Lao Cai and Phu Ly Subprojects)– Environmental Independent Monitoring Reports;</i></p> <p><i>Biodiversity Corridor Conservation Project – monthly reports, technical guidelines, Aide Memoir of Review Missions</i></p> <p><i>Integrated Rural Development Sector Project in Central Provinces – Resettlement Plans, Initial Environmental Examination reports;</i></p> <p><i>Forest for Livelihood Improvement in the Central Highlands – Periodical Independent Monitoring Reports (covering environmental side as well)</i></p> <p><i>Sustainable Rural Infrastructure Development Project in the Northern Mountain Provinces, ADB Loan 2682/2683-VIE – Periodical Independent Monitoring Reports (including environmental issues)</i></p> <p><i>Northern Power Transmission Project – ADB L2225 – Periodical Resettlement and Environmental Monitoring Reports for subprojects</i></p>
10/2013 – 12/2013	<p><b>Name of Assignment:</b> Workshop of Climate Change Resilience in Central Provinces under Cities Development Initiative to Asia</p> <p><b>Position:</b> Translator/Interpreter</p> <p><b>Client:</b> Spatial Decisions Vietnam</p> <p><b>Activities performed:</b> Provide translation of project documents/reports and slides of experts before the workshop in December 2013.</p>
10/2012	<p><b>Name of Assignment:</b> Document “Australian Emergency Management Arrangements and New South Wales Aviation Emergency Subplan”</p> <p><b>Position:</b> Translator</p> <p><b>Activities performed:</b> Translate the documents from English to Vietnamese for use of Civil Aviation of Vietnam.</p>
4/2012 – 10/2012 and 8/2013 – 11/2013	<p><b>Name of Assignment:</b> Water Resource Development in the Mid and Northeast Red River Delta (TA 7926-VIE)</p> <p><b>Position:</b> Translator/Interpreter</p> <p><b>Client:</b> GHD Pty (Australia) and TACB Co. Ltd</p> <p><b>Activities performed:</b> (i) Provide translation/interpretation of project documents and during meetings/workshops as well as field visits. (ii) Responsible for logistics and back-office works on daily basis.</p>
1/2013 – 8/2013	<p><b>Name of Assignment:</b> Secondary Cities Development Project (TA 7856-VIE)</p> <p><b>Client:</b> GHK Pty/UK</p> <p><b>Position:</b> Translator/Interpreter</p>

	<b>Activities performed:</b> Provide translation/interpretation of project documents.
10/2012 – 03/2019	<b>Name of Assignment: The Second Northern Mountains Poverty Reduction Project (NMPRP-2)</b> <b>Positions held:</b> Translator/Interpreter <b>Activities performed:</b> (i) Provide translation of high quality of project reports and documents as assigned by team leader; (ii) interpret during the field trips of Technical Assistance for Project Implementation (TAPI) team to provinces; (iii) facilitate and interpret training courses conducted by international consultants.
9/2010 – 12/2012	<b>Name of Assignment: Articles to be posted on website of Vietnam Business Forum Magazine</b> <b>Position:</b> Part-time Translator <b>Client:</b> Vietnam Business Forum Magazine <b>Activities performed:</b> Translate articles in fields of tourism, laws, trade, real estate sent by the Magazine's Editor from Vietnamese to English to be posted on the website.
<b>8. INTERPRETATION PORFOLIO</b>	
7/2023	<b>AttachedLanguage</b> EN-VI and VI-EN interpretation for meeting between Points and Vietnam Airlines
6-7/2023	<b>Beahead PTE Ltd</b> EN-VI and VI-EN interpretation in recruitment interviews for Google Developer Student Club
2-3/2023	<b>Hanoi Metro Project in Hanoi, THALES</b> EN-VI and VI-EN interpretation for training class on Train Automatic Supervision system
12/2022	<b>VCCI and DECP training on leadership skills</b> EN-VI and VI-EN interpretation for TOT training class
11-12/2022	<b>Hanoi Metro Project in Hanoi, Alstom</b> EN-VI and VI-EN interpretation for training classes (on rolling stock and train components)
11/2022	<b>Training course for start-up mentors and founders (BK Holdings)</b> EN-VI and VI-EN interpretation for discussion between trainer and trainees
10/2022	<b>Meeting between PRO Vietnam and URENCO 11 regarding plastic recycling project</b> EN-VI and VI-EN interpretation for discussion between potential collaboration between PRO Vietnam and URENCO 11 regarding plastic recycling project in trading villages in Hung Yen province.
10/2022	<b>Mining Expo 2022</b> EN-VI and VI-EN interpretation for DAFO Vehicle Fire Protection and visitors during 3 days of the event
10/2022	<b>Meeting between parents and school about Individualized Education Plan (IEP)</b> EN-VI and VI-EN interpretation for discussion between parents and schools about IEP of a Vietnamese student in an U.S highschool.
9-10/2022	<b>Training course for market talents organized by Viettel Academy – Viettel Group</b> EN-VI and VI-EN interpretation for trainers and trainees in the course for market talents organized by Viettel Academy, with topics of digital transformation, finance etc.
8/2022	<b>Meeting for potential partnership between Ha Minh Techno Co., Ltd and SIIT</b> EN-VI and VI-EN interpretation for meeting between two companies regarding their potential partnership to distribute some drugs and supplements in Vietnam
8/2022	<b>Training for VICEM on robotic process automation (RPA), the course was organized by BKCAD</b> EN-VI and VI-EN interpretation for the training for VICEM staff on robotic process automation tools.
7/2022	<b>Meetings between Weegoon and the company's partner</b> EN-VI and VI-EN interpretation for meeting between Weegoon and its partner regarding purchase of a game designed by Weegoon.
6/2022	<b>Meeting between Craftman India and Techvico Company</b> EN-VI and VI-EN interpretation for meeting between Craftman India and Techvico Company regarding potential partnerships
2/2022 – 7/2022	<b>Hanoi Metro Project in Hanoi, THALES</b> EN-VI and VI-EN interpretation for training classes (on TETRA system, fire prevention system etc.) for station operators under Hanoi Metro Project
11/2021	<b>Training on Digital Transformation for Vietcombank, speaker: Mr. Lui Sieh – Digital Transformation Consultant</b> EN-VI and VI-EN interpretation between lecturers and participants.
11/2021	<b>Training on Digital Transformation for Ministry of Information and Communication, speaker: Mr. Lui Sieh – Digital Transformation Consultant</b> EN-VI and VI-EN interpretation between lecturers and participants.
11/2021	<b>Training on Human Resource Development for Innovative Start-up Program in Hanoi City, speaker: Aaron Stanton – CEO, VR Health Network</b> EN-VI and VI-EN interpretation for a Human Resource training class organized by BK Holdings
9/2021	<b>Meeting between a construction company and client</b> EN-VI and VI-EN interpretation for a meeting between a construction company and its client
4-5/2021	<b>Metro Project in Hanoi</b>

	EN-VI and VI-EN interpretation for a 4-week training class for station operators under Metro Project in Hanoi
12/2020	<b>Unilever customer survey interview via Zoom</b> EN-VI and VI-EN interpretation in 1-1 interviews via Zoom platform.
12/2019	<b>Survey on Wage Digitalization by World's Women Banking in coordination with ILO</b> EN-VI and VI-EN interpretation for participants in survey interviews.
11/2019	<b>Training workshop on Design Thinking, lecturer: Maryam Daryabegi – Founder of “Innovation Bazar”</b> EN-VI and VI-EN interpretation for participants.
11/2019	<b>Drainage and Sanitation Planning Workshops under TA 9554-REG: Southeast Asia Urban Service Facility Project in Phan Thiet City, Gia Nghia Town and Phan Rang – Thap Cham City</b> EN-VI and VI-EN interpretation for participants.
05/2019	<b>Workshop “Digital transformation: The trend of future” organized by BK Holdings, guest: Mr. Lui Sieh – Digital Transformation Consultant.</b> EN-VI and VI-EN interpretation for participants.
03/2019	<b>Pitching session/group discussion in Innovation &amp; Startup Ecosystem Workshop (organized by BK Holdings, guests: Mr. Axel Schultze – Founder and Chairman of World Innovation Forum)</b> EN-VI consecutive interpretation and VI-EN simultaneous interpretation for participants
02/2019 07/2018 01/2018 09/2017	<b>Meetings between Committee for Ethnic Minorities Affairs (CEMA) with representative of Asian Development Bank (ADB) on Climate Resilient Inclusive Infrastructure for Ethnic Minorities (CRIEM) Project</b> EN-VI consecutive interpretation and VI-EN simultaneous interpretation for participants
12/2018	<b>Regional workshop for ADB TA 9191 REG: Building Climate Change Resilience in Asia's Critical Infrastructure Project</b> Consecutive interpretation (EN-VI, VI-EN) for participants in the 3-day workshop
12/2018	<b>World Bank Review Mission for Second Northern Mountain Poverty Reduction Project</b> Accompanied experts during field trips and consecutive interpretation (EN-VI, VI-EN) for mission members in informal discussions and official meetings
10/2018 02/2018 12/2017	<b>Meetings between Resettlement Monitoring Consultant Team and World Bank Experts - Mekong Delta Integrated Climate Resilience and Sustainable Livelihood Project</b> Consecutive interpretation (EN-VI, VI-EN) for participants
11/2017 06/2016	<b>World Bank Review Missions for Vietnam Secondary Cities Program – Lao Cai Subproject</b> Accompanied experts during field trips and consecutive interpretation (EN-VI, VI-EN) for mission members in informal discussions and official meetings
10/2017 12/2016	<b>ADB Review Missions for Biodiversity Corridor Conservation Project</b> Accompanied experts during field trips and consecutive interpretation (EN-VI, VI-EN) for mission members in informal discussions and official meetings
11/2017 10/2017 10/2016	<b>Meetings between Committee for Ethnic Minorities Affairs (CEMA) with representative of Asian Development Bank (ADB) on Improve Living Standards for Ethnic Minority People Program</b> EN-VI consecutive interpretation and VI-EN simultaneous interpretation for participants
4/2015 - 11/2016	<b>Meetings between Resettlement Monitoring Consultant Team and World Bank Experts - Hanoi Urban Transport Development Project</b> Consecutive interpretation (EN-VI, VI-EN) for participants
09/2014	<b>International Seminar on Dam Safety, Hanoi</b> Consecutive interpretation (EN-VI, VI-EN) of experts' presentations, discussions, Q&A session and during field visit to Son Tay district, Hanoi
09/2014	<b>Meeting between representatives of Nghe An, Ha Tinh and Quang Binh provinces and Asian Development Bank</b> Consecutive interpretation (EN-VI, VI-EN) for participants
08/2014	<b>Meetings between Vietnamese experts with partners in Laos, Vientiane – Lao PDR</b> Contacted Laotian consulting firms regarding new project opportunities and arranged for meetings Consecutive interpretation (EN-VI, VI-EN) for participants during meetings
	<b>Workshop of Climate Change Resilience in Central Provinces under Cities Development Initiative to Asia</b> EN-VI consecutive interpretation and VI-EN simultaneous interpretation for participants
04/2012 – 10/2012 And 08/2013 – 11/2013	<b>Water Resource Development Project in the Mid and Northeast Red River Delta (ADB TA 7926-VIE)</b> Consecutive interpretation (EN-VI, VI-EN) during regular internal meetings, field trips and missions to provinces by ADB officers
10/2012 – 04/2013	<b>Second Northern Mountains Poverty Reduction Project (NMPPR-2)</b> Consecutive interpretation (EN-VI, VI-EN) during regular internal meetings, field trips and missions to provinces by WB officers
01/2012	<b>Second Northern Mountains Poverty Reduction Project (NMPPR-2) Inception missions</b>



