



CURRICULUM VITAE

Translator and Proofreader

English <=> Vietnamese

Native speaker based in Vietnam

Email: trinhmc@tnu.edu.vn

Skype: bzcom84

- 1. NAME:** MAI CONG TRINH **2. GENDER:** MALE
- 3. DATE OF BIRTH:** 30 April, 1984 **4. ID NO.:** 164179472
- 5. NATIONALITY:** Vietnamese
- 6. ADDRESSES** Thai Nguyen University, Tan Thinh Ward, Thai Nguyen City, Vietnam
 - a. Current Residence: Group 37, Phan Dinh Phung Ward, Thai Nguyen City, Vietnam
Home Phone: +84 972303323, +84 936534333
Home Email: trinhmc@tnu.edu.vn
 - b. Work Address: University of Sciences - Thai Nguyen University, Tan Thinh Ward, Thai Nguyen Vietnam
Work Phone: +84 208 3903229
Work Email: trinhmc@tnu.edu.vn

7. EXPERTISE

- Business: Marketing, Business Administration;
- General: Tourism and Travel, Training;
- Technical: Electronics, IT and Software, Telecommunication, Games;
- Science: Mathematics, Law, Sociology, Ethics, Pedagogy, Education.

8. SERVICES

Translation, Transcreation, Editing, Proofreading and Localization.

9. EDUCATION QUALIFICATION (starting with highest qualification)

- a. Qualification & Year Awarded: Master of English Language Teaching Methodology - 2014
Institution & Country: Hanoi National University - Vietnam
- b. Qualification & Year Awarded: Bachelor of Art in English Language Teaching - 2006
Institution & Country: Thai Nguyen University of Education- Vietnam

10. TRAININGS (starting with most current)

a.	Name of training & Dates	Training course for English Language Testing and Assessment 2017
	Institution & Country	University of Languages and International Studies - VNU
b.	Name of training & Dates	Training course for The most Essential NLP Skills 2015
	Institution & Country	New Mind NLP Academy
c.	Name of training & Dates	Training course for Cambridge English Speaking Examiner -

		2014
	Institution & Country	CFORD – Thai Nguyen University

11. PROFESSIONAL /EMPLOYMENT HISTORY for the past 10 years (starting from the most current)

a.	From date – Present	2017-Present
	Current Employer	Thai Nguyen University of Sciences
	Current Position	Officer of International Affairs
	Position Description	- Be in charge of interpreting and translating, - Take part in hosting events related to international affairs, - Be in charge of hospitality activities for the visiting scholars, professors, delegations, - Support in managing Memoranda of Understanding.
b.	From date – Present	2015-Present
	Current Employer	Cambridge English
	Current Position	Speaking Examiner
	Position Description	- Deliver the oral tests for KEY English Test
c.	From date – Present	2007-Present
	Current Employer	Thai Nguyen University of Sciences
	Current Position	Teacher of English
	Position Description	- Be in charge of English Language teaching, -Take part in the English Seminars organized by the English Language Teaching Division, - Co-work on academic researches, - Be in charge in training high school teachers in the National Foreign Languages 2020 Project, - Fluent in English.
d.	From date – date	2011-2013
	Employer	Thai Nguyen Radio and Television Station
	Position	Co-worker as Translator, Editor and Reporter
	Position Description	- Was in charge of translating, editing and producing of Thai Nguyen News – TNTV, - Awarded “Certificate of Contribution” by the Director of TNTV

12. SOFTWARES

- SDL Trados 2007 (SDLX and TagEditor), SDL Trados Studio 2009/2011/2014/2016
- Wordfast 3.4.6 (Pro) and 6 (Classic)
- MemoQ 2014/2014 R2/2015
- Across 5.7/6.0
- Déjà Vu X2
- Xbench 3.0
- Microsoft Office 2010/2013 —Outlook, Word, Excel, PowerPoint, Publisher
- Adobe — Photoshop 2014, InDesign 2014, Acrobat XI Pro, FrameMaker, Audition CC.

13. RECENT PROJECTS COMPLETED

- Specification for Fire Gaseous Suppression System Tank Farm – Petrochemical Complex in South of Vietnam (English to Vietnamese)

- Good Profit - Charles G. Koch – Chapter 10 (English to Vietnamese)
- Content manager of <http://en.tnus.edu.vn> (official English Website for Thai Nguyen University of Sciences)
- Activity Report of “*International School and Workshop on Commutative Algebra*” 2017 - International Mathematical Union - Committee for Women in Mathematics (Vietnamese to English)
- News translation for ThaiNguyen News (Thai Nguyen Radio and Television Station) (Vietnamese to English)
- Kid Dinosaur Free Game (mobile games on iOS, Android and Windows Phone)
- Vainglory Games Localization
- Epic War LLC - Mobile Strike (one of the biggest mobile games on for iOS and Android devices)
- Hothead Games Inc. - Kill Shot Bravo mobile in game text translation (updated translation)
- Fox Sport Go for Android TV (unofficial for personal use) (English to Vietnamese)
- SlingTV for Android (unofficial for personal use) (English to Vietnamese)

11. DECLARATION

I declare that the above CV details are true and valid. If there is anything wrong with that, all responsibility will go to me.

12. REFERENCE UPON REQUEST

NAME & SIGNATURE

DATE: February 21st, 2019

MAI CONG TRINH