

# Asu Giang

Address: Mu Cang Chai District, Yen Bai Province, Viet Nam.

Phone number/ WhatsApp: (+ 84) 0368538613.

Linkedin: <https://www.linkedin.com/in/asu-giang-4a37a9134/>

Email: [asugiang11@gmail.com](mailto:asugiang11@gmail.com)



## SUMMARY

A highly proficient H'mong native speaker, I possess fluency in both English and Vietnamese, coupled with a distinguished background in translation, interpreting, and record voice-over. Currently serving in the capacity of a full-time translator, medical interpreter, and record voiceover in Hmong, concurrently also working as a translation project coordinator.

In my role as a translation project coordinator, I adeptly led and managed several translator teams, overseeing multifaceted large projects across languages such as H'mong, Vietnamese, Iu Mien, Khmer, Lao, and Jarai... This experience has finely tuned my organizational acumen and leadership capabilities, allowing me to navigate and successfully execute diverse translation assignments.

## EDUCATION

### Hanoi Open University

Hanoi, Sept, 2018  
- August 2023

*Bachelor's Degree of business administration*

### Yen Bai Teacher's Training College

Yen Bai, Sept, 2012  
– June, 2014

*Bachelor's Degree in English and English Teaching Certification*

## WORK EXPERIENCE

**Asia Trust translation, Language USA, Countoflanguages, EAST Localize, United Language Group, Proz, Into Languages Global, One World Global Service, Future Group, Go Transparent, East African Language Solution ...etc.**

Work from Home  
Online.

*Freelance Translator / Interpreter/ recorder, Project coordinator*

May, 2017  
- Present

Translated the projects from English to Hmong and Vietnamese language.

Proofread and edited each completed section, also record voice in Hmong and Vietnamese.

Do Telephonic medical interpretation for Vietnamese and Hmong patients of hospitals in the US.

Provide video subtitles and transcripts of SRT file in timecodes in Hmong and English, Vietnamese, record Hmong voice-over.

### Ethnic Travel

Hoan Kiem – Hanoi.

*Tour guide*

Feb, 2018 -  
April, 2020

Utilizing my language proficiency and amiable demeanor, I adeptly lead diverse tour groups comprised of international visitors. I derive satisfaction from imparting my knowledge of Vietnamese and ethnic minorities' culture.

As a tour guide, my responsibilities encompass organizing transportation, accommodations, meals, and sightseeing excursions. I actively assist clients in overcoming challenges, serving as a liaison with relevant agencies. Additionally, I consistently draw attention to cultural and historical points of interest.

## **Asian Trust Translation**

Ho Chi Minh

### *Translation Coordinator*

May, 2017

I led the project to translate the Christian Bible from English into both Hmong languages. I coordinated a team of 12 translators, assigning specific sections of text to each team member. Subsequently, I meticulously proofread and edited every completed section, ensuring grammatical accuracy.

– Jan, 2018

## **Ha Noi Hostel**

Hoan Kiem, Ha Noi,

### *Receptionist*

Nov, 2016

I was responsible for checking guests in and out of the hotel, allocating their rooms and compiling their bills.

- May, 2017

I provided information on city attractions and suggested suitable tours and visits.

I dealt with a wide variety of enquiries and resolved any issues.

## **Sa Pa O'Chau**

Sa Pa, Lao Cai,

### *Coordinator for western teaching volunteers*

Mar, 2016

I liaised with potential English teacher volunteers through the Workaway website, providing information on available placements and assessing suitability.

– Oct, 2016

After agreement, I coordinated placements with the relevant school or college and arranged accommodation for the volunteers.

I met the volunteers on arrival, introduced them to their new lifestyle in the village community.

I formulated appropriate teaching schedules.

## **Public Secondary School**

Mu Cang Chai -Yen

### *English Teacher*

Bai,

Oct, 2015

I have experience in teaching written and spoken English language and communication skills to secondary school students, 12 to 15 years old.

– Feb, 2016.

I have taught and translated for students in English, Vietnamese and Hmong languages.

Using MS PowerPoint I have prepared presentations to illustrate grammar and vocabulary, and used written and audio aids to facilitate learning.

I have organized relevant games and activities to review student knowledge.

## **Green Sa Pa Travel**

Bac Ha, Lao Cai,

### *Tour guide*

Aug, 2014 – Sept,

I used my language skills in English, Vietnamese and Hmong to conduct and assist Western tourists in remote rural areas.

2015

I effectively interpreted ethnic minority cultures and customs, enabling my clients to understand the varied scenes and activities in the Vietnamese environment.

### **Skills:**

- Microsoft Office (Word, PowerPoint, Excel, Teams....)
- Experienced user of Trados, Memoq, Cafetrans, Audition, Photoshop, Studio one 5, Aegisub,
- Confident in teaching, public speaking and communication
- Fluent in English, Vietnamese and Hmong
- Work as an interpreter for Consecutive and simultaneous
- Medical interpreting certificate 40 hours training.
- Project coordinator, translation training to other translators.