



Jay Alexander Lett

Vietnamese \diamond English Translator

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SUMMARY

Highly passionate language ambassador dedicated to providing Vietnamese / English language services, bridging communication gaps creatively from Orange County.

LANGUAGES

Native English

Vietnamese to English

English to Vietnamese

TOOLS

MemoQ

SDL Trados

RATES

Translation \$0.12 / \$50 Wrd / Hr

Transcribe \$150.00 / Hr

Subtitling \$15.00 / Min

Proofreading \$50.00 / Hr

SPECIALITY

Manufacturing, Education, Medical, Politics, Legal

WORK EXPERIENCE

VIETNAMESE TRANSLATOR

Jay Alexander LLC

04 / 2018 to Present

- Accomplished translator delivering exceptional services across diverse mediums, collaborating seamlessly across manufacturing, politics, education, medical, and legal domains.
- Translated and formatted 8,000-word handbooks with audio supplements for a supplement manufacturing company, ensuring impeccable quality and seamless delivery.
- Proficient in Word, Excel, PowerPoint, Google Workspace, DTP, and OCR software, optimizing efficiency and successfully managing large-scale projects.
- Completed rigorous 40-hour medical interpreting program, specializing in accurate and culturally appropriate translations in healthcare.
- Implemented MemoQ CAT software, increasing daily output to 2,000+ words, streamlining workflows, reducing turnaround times, and enhancing client satisfaction.
- Active member of NAJIT, NLSC, and ATA, engaging in professional development and contributing to the translation field's advancement.

VIETNAMESE TEACHER ASSISTANT

Golden West College

06 / 2019 to 05 / 2020

- Created and distributed engaging language teaching materials to enhance student learning in Vietnamese and English.
- Administered practice tests, assessed progress, and provided tailored instruction to support exam preparation and academic success.
- Offered constructive feedback, fostering a supportive learning environment and motivating students to reach their potential.
- Collaborated with teachers to align materials and assessments with curriculum objectives, contributing innovative ideas to improve teaching methodologies.
- Actively participated in team discussions, enhancing student engagement, and promoting effective language instruction in Vietnamese and English.

EDUCATION

Vietnamese Linguistics

California State University Fullerton, Fullerton, CA

2023-2025

Vietnamese Studies

Golden West College, Huntington Beach, CA

2014-2015