



PHI NGOC MINH

TRANSLATOR & INTERPRETER

CONTACT

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OBJECTIVE

A linguist looking for a vacancy, where I can apply and improve my language skills, language teaching skills, and also communication skills for the development of the Translation and Interpretation career.

SKILLS

Computer Skills

- Competent Usage of Excel, Word and Powerpoint

Foreign Language

- Vietnamese Language (Native)
- English Language (Proficient)
- Russian Language (Advanced)

Soft Skills

- Fair Communication
- Ability to Work under Pressure
- Positivity
- Team Player

HOBBIES

EDUCATION

Hanoi University

English Language

11/2021 - Present

Bachelor of English Language (Expected)

Core Modules:

- Interpreting
- Translation
- English Skills
- English Lexicology
- English Grammar
- Intercultural Communication Project
- Fundamentals of Linguistic

IEC Hanoi University

Tourism and Leisure Management

10/2020 - Present

Bachelor of Tourism and Leisure Management (Expected)

Core Modules:

- Intercultural Competence
- Marketing
- Human Resources Management
- Microeconomics
- Macroeconomics
- English
- Personal Training
- Accounting
- Principle of Management
- International Tourism Law
- Vietnam Tourism Law
- Research Methodology
- Tourism Customer Behavior
- Transportation Management

Russian State University for Humanities

English-Russian Translation & Interpretation

10/2017 - 10/2020

EMPLOYMENT HISTORY

At home (in Ha Noi)

Freelance English Tutor and Translator

10/2020 - Present

- Teaching and tutoring the student with the knowledge and skills required in the English language depending on their purpose of the learning
- Translating documents in requirement of the customer such as certificate, diploma, etc.

AN NAM Restaurant (Located in Russia)

Interpreter

03/2019 - 03/2020

- Interpreted English-Russian-Vietnamese for tourists
- Assisted tourist with personal interest such as shopping, entertainment
- Supported overseas students with admission procedure.