

Tran Pham Thanh Tam

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Professional Summary

Enthusiastic individual with extensive language and linguistics knowledge. Adapts quickly to online tools and platforms. Demonstrates keen cultural awareness and interpersonal skills. Meticulous English to Vietnamese Translator bringing 9 years' experience in the field. Solid background in Translation and Interpretation settings to complete diverse translations. Dedicated team player with an in-depth understanding of different cultures and literature as well as technical fields.

Experience

March, 2021 – Present

Translator/QC | HK Xinmo Tech Limited | Hong Kong

- MTPE post-edited romance novels;
- Assisted the recruitment team to recruit new translators;
- Inspected translations word-for-word for grammar and spelling faults.
- Monitored translation quality of collaborators and external providers.

January, 2022 – Present

Translator/QC | Pactera | Beijing, China (Part-time)

- MTPE post-edited and proofread various novel genres;
- Human translator for game, user interface localization for electronic devices, automobile products, etc.;
- Evaluated performance data to improve translation service and delivery planning;
- Conducted in-depth research to meet specialist translation project requirements;
- Obtained information on appropriate terms, phrases and words from specialist dictionaries;
- Commissioned external translation services for specialist projects.

January, 2022 – Present

Subtitle Translator | IYUNO (Part-time)

- MTPE post-editing, translated subtitles;
- Attended regular training to remain knowledgeable on current best practices;
- Adapted existing translations to meet strict style guidelines of the clients.

May, 2022 – Present

Subtitle Translator/QC | WordsOnline, JONCKERS

- MTPE post-edited mass volume of different commercial and technical fields;
- Translated subtitles;
- Adapted existing translations to meet style guidelines of the clients.

April, 2019 – April 2022

Project Interpreter/Coordinator | Vei BV, The Netherlands

- Project: *Toward Resilient Water Supply in Southeastern Mekong Delta Region Viet Nam*
- Office management, administration and logistics in a broad sense, as well as translation/interpretation services (emails, meetings, legal documents, project reports, and other documents) for the Regional and Resident Project Managers;
- Financial project administration according to company & funder protocols, including maintaining the projects bank account(s) and cashbooks, preparation of payments, precise filing of financial support documents (e.g Tendering documents, invoices, third party contracts), and maintaining regular contact with VEI's financial controller in the Netherlands.
- Worked with colleagues in collecting useful information into ordered glossaries for reference during translation sessions.
- Developed understanding of specialised concepts for translation by consulting subject matter experts and other colleagues.
- Identified and defined translation needs through interactions with partners to gauge feasibility.
- Shortened packages and scripts for broadcasting and online publication under editorial guidance.
- Followed established ethical codes to keep sensitive and confidential information secure and protected from unauthorised individuals.
- Interpreted conference calls and other workplace communications in real-time to help individuals convey messages quickly.
- Attended meetings and conferences and translated messages clearly, facilitating communication.
- Generated video subtitles from dialogue and developed translations in target languages for use in videos and trainings.
- Conveyed high-quality professional translations in high-pressure environments, successfully meeting deadlines.

April, 2014 – November, 2017

Project Translator | JV of Dasan-Kunhwa-Pyunghwa | Can Tho, Viet Nam

- *Vam Cong Bridge Construction Project.*
- Interpreted for international engineers at meetings and construction site; translated correspondence and documents; made minutes for meetings; controlled legal, technical documents, drawings, and other office tasks;
- Organized agendas for Project Manager; assisted him daily and other administrative tasks;

- Consulted with specialists to obtain information on technical information translation;
- Proofread documents to remedy terminology and vocabulary errors;
- Obtained information on appropriate terms, phrases and words from specialist dictionaries.

March, 2013 – April, 2014

Human Resource Assistant | Wilmar Agro Vietnam Ltd | Can Tho, Viet Nam

- Conducted recruiting activities such as organizing events; searched for qualified candidate; worked as liaisons with schools, colleges and universities in order to build backup database for future recruitment; spearheaded full-cycle HR processes by posting job descriptions, scheduling interviews and providing orientation for new employees;
- Prepared new employee files and structured current employee files for accurate, reliable records;
- Set up appointments, meetings and conferences for employees to discuss announcements and developments;
- Managed and maintained secure filing systems providing accuracy, compliance and confidentiality;
- Maintained accurate role profiles, competencies and HR records in-line with data protection requirements;
- Assisted line manager in building company culture activities; held cultural events; wrote and translated articles; organized charity activities; organized English club and English training courses for staffs; performed in company's events.

Core Qualifications

- Translate/interpret English - Vietnamese and vice versa;
- Trados Studio and other CAT Tools; Microsoft Office, and other subtitling softwares, online/cloud translation platforms;
- MTPE post-editing, Proofreading, Subtitling;
- Project management, account management;
- Editing skills;
- Audio translation;
- Time management skills;
- Conflict management;
- Public speaking.

Education

March, 2013

Bachelor of Arts in English Interpretation and Translation | School of Social Sciences and Humanities | Can Tho University

Grade: Excellent with GPA: 3.66

Excellent Academic Achievement Awards

Languages

Vietnamese
(Native)



English
(Fluent)



Korean
(Intermediate)



Chinese
(Beginner)



Referees

Le Nhut Ngon (Mr.)

Design Department GS&Hanshin, Main Contractor of Vam Cong Bridge Construction Project
Mobile. 0906 18574

Chau Gia Huong (Ms.)

Senior Strategic Planning Specialist Wilmar Marketing CLV Co., Ltd Mobile. 0917979690

Tran Minh Khuyen (Ms.)

English Instructor - FPT University Mobile. 093 3553697

Tong Nhat Chan (Ms.)

Project Coordinator - Blue Dragon Project Mobile. 0915687561