

TRINH NGOC TRUC LINH

Birthday: September 1st, 1997

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OBJECTIVE

Always bring a high-quality translation service to customers, and help them localise to extend their business. In the past, as a freelancer, I have worked on translating video subtitles and proofreading translated content from other's translators. I am curious and willing to learn new things, so it is my habit to pick a mysterious topic, translate it, and learn more about it.

EDUCATION

(08/2015) – (12/2019):

Viễn Đông College

(District 12):

Major: English Business

GPA: 3.6/4

SKILLS

LANGUAGE: English

Listening: ●●●○

Speaking: ●●●○

Reading: ●●●●

Writing: ●●●○

IT: Microsoft Word,
PowerPoint, Excel, MemoQ
SDL Trados, Aegisub

HABITS

Reading books, translating subtitles and news

EXPERIENCES

(03/2021) – (5/2022):

Riki Group – Sales Administrator

- Translating specific documents from Vietnamese to English for foreign customers
- Receiving and processing purchase orders
- Contacting customers by phone or email to answer queries and obtain missing information
- Directing feedback from customers to relevant departments

(07/2018) – (10/2019):

Carimax Saigon Ltd. – Sales Administrator

- Translating documents from English to Vietnamese
- Interpreting meeting's contents in English to Vietnamese with related departments
- Customer care for both old and new
- Taking over requests, issues arising for updating customers
- Managing information and data of customers
- Following credit orders and saving documents, and contracts related to the company's products
- Assisting the Sales Director in office work

Other Experiences:

(5/2022) – (Current):

Upwork.com - Freelance Translator and Proofreader

- Translating entertainment content including animations, songs and films
- Proofreading automatically-machine-translated text

Appen.com – Freelancer

- Vietnamese Ake Annotator – listening and transcribing audio.

TED Translator

- Subtitle TED Talks on Youtube.