

# TIEN LE

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## SUMMARY

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*Project Manager with two years of experience in project planning, budgeting, vendor management and multiple years of experience working as translator and proofreader in the localization industry.*

## PROFESSIONAL EXPERIENCE

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**TransPerfect, HCM, VN** Feb 2024 - Present

**Project Moderator (Freelance)**

- Conducted onsite data collection activities as part of TrioProject.
- Engaged with participants to gather data according to project requirements and guidelines.
- Communicated effectively with project managers to provide updates on data collection progress and address any issues or concerns.
- Demonstrated strong organizational skills and attention to detail to ensure the accuracy and completeness of collected data.

**INKR Global, HCMC, VN** Mar 2023 - Dec 2023

**Localization Project Manager cum Photoshop Specialist**

- Managed the day-to-day production of comics from different market, with a total of 700 localized chapters delivered per month with ensured timely delivery
- Took part in the standardization of the localization process, which subsequently reduced the localization cost by up to 60%
- Played a key role in troubleshooting and resolving any issues or challenges that arose during the localization process, demonstrating problem-solving skills and adaptability.
- Acted as a liaison between the localization team and other departments, fostering a collaborative and efficient work environment.
- Maintained seamless communication with existing global freelancers & sourced new freelancers for various projects

**NetEase Youdao, VN** Mar 2023 - Oct 2023

**Subtitle Translation Coordinator (Freelance)**

- Acted as a central point of contact for team members, clients, and stakeholders, facilitating effective communication and project updates.
- Assigned translation tasks based on team members' skills and availability, optimizing resource allocation and project efficiency.
- Monitored project progress and deadlines, proactively addressing any issues or bottlenecks to ensure smooth project execution.

**INKR Global, HCMC, VN** Feb 2022 - Nov 2022

**Localization Project Manager**

- Managed the day-to-day production of comics from Chinese market, with a total of 400 localized chapters delivered per month
- Maintained seamless communication with existing global freelancers & sourced new freelancers for various projects
- Played a key role in troubleshooting and resolving any issues or challenges that arose during the localization process, demonstrating problem-solving skills and adaptability.

**iyuno, VN**

Nov 2022 - July 2023

**Subtitle Proofreader (Freelance)**

- Reviewed and edited translated subtitles for accuracy, grammar, and adherence to linguistic conventions.
- Ensured consistency in terminology, style, and formatting across subtitles for various media content.
- Met tight deadlines while maintaining a high standard of quality and attention to detail in proofreading processes.

**Daisy Comics, VN**

Nov 2022 - Present

**Re-touch & Lettering Collaborator (Freelance)**

- Collaborated with Daisy Comics on various projects, enhancing artwork clarity and executing precise typography placement.
- Applied digital editing techniques to ensure high-quality final products.

**Uranix, VN**

**Re-touch & Lettering Collaborator (Freelance)**

2016 - 2017

- Collaborated with Uranix on various projects, enhancing artwork clarity and executing precise typography placement.
- Applied digital editing techniques to ensure high-quality final products.

**iflix, VN**

**Subtitle Translator (Freelance)**

Jun 2016 - Dec 2016

- Translated subtitles for English to Vietnamese TV shows and series.
- Ensured accuracy and cultural relevance in translations, maintaining consistency with tone and style of the original content.
- Met tight deadlines while delivering high-quality translations, adapting to project requirements and specifications.

## EDUCATION

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**University of Wollongong, NSW, Australia**

*B.Com. in International Business, Minor in Mandarin*

## SKILLS & OTHER

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**Skills:** Desktop Publishing, Adobe Photoshop, Adobe Indesign, Microsoft Office Suite, Notion, Jira, Aegisub, Trados, MemoQ

**English Competency:** IELTS 7.5

## REFERENCES

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**HIEU TRAN**

Head of Operations & Co-founder | INKR Global

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**HIEN DOAN**

Business Development Executive | Sunstrading

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