

# **Hang Nguyen Thi Thuy**

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## **I. PERSONAL DETAILS**

Name                      Nguyen Thi Thuy Hang  
D.o.B.                     2<sup>nd</sup> January 1979  
Marital status           Married

## **II. EDUCATION BACKGROUND**

### **Sept, 2006 to 2009 Hanoi University**

Department of Postgraduate Studies  
Master Degree

### **2000 to 2005**

#### **Hanoi University of Technology**

Faculty of Foreign Languages  
Bachelor of English for Science and Technology

### **2005**

#### **Da Cao Company LTD**

Informatics Training Course  
Computer science Certificate

### **1998 to 2002**

#### **Hanoi University of Foreign Studies**

English Department (in-service course)  
Bachelor of English

## **III. EMPLOYMENT HISTORY**

### **2007 up to now**

**Employer**             : **Viettin BPO Joint Stock Company**  
**Position**             : Quality Controller

### **2006 to 2007**

**Employer**             : **Golden Light Co., Ltd**  
**Position**             : Chief Editor cum Project Manager

**2005 to 2006****Employer : Tinh Anh Translation Co., Ltd****Position : English Translator****January to April 2005****Employer : Tuan Dung Translation Co., Ltd****Position : English Translator****Covered duties:**

- Be responsible for development & management of all English content-related projects
- Lead, maintain and develop Content Development and Localization teams
- Do translation and interpretation work for meetings/discussions/events/projects
- Manage the overall activities of the localization & content development department
- Responsible for managing and developing translators/editors for the department
- Be in charge of editing & overall quality checking documents of translators and freelancers

**IV. LANGUAGE SKILLS**

- English: Good command at English speaking, writing, listening and reading
- French: Basic command

**V. COMPUTER SKILLS**

- Desktop Applications - MS Excel
- Desktop Applications - MS Office
- Desktop Applications - MS Project
- Desktop Applications - MS Word
- Desktop Applications - MS PowerPoint
- **Translation software:** WordFast, Trados

**VI. STRONG POINTS**

- Good communication skills
- Quick learner and adapter

- Dependable, with a strong desire to learn and achieve
- Ability to work independently or in team
- Capable of working under pressure and meeting deadlines
- Careful, responsible, hardworking, honest and active.

## **V. REMARKABLE TRANSLATION EXPERIENCE**

- Technical projects: Owner's manuals of Mercedes, Isuzu and Hyundai, ABB, Motorola, MCE Project (course books for Ministry of Defense), Distribution Efficiency Project (DEP), the Rural Energy Project No. 2 (RE2), DEP Project (WB), Hai Phong DAP Projects, Can Tho Comprehensive Resilience Planning for Integrated Flood Risk Management, Ninh Thuan Nuclear Power Plant II, Transerco, Novo Nordick Training workbook, Lifebuoys, SKF Bearings, etc.

- IT projects: Yahoo projects (Olympic project of Yahoo), Microsoft project (under MIC), etc.

- Financial projects: Maybank, UOB, ANZ, BIDV, Military Commercial Joint Stock Bank's Procedures for MB Cambodia & Laos, financial statements of MARUBENI, Auditing Report of VASACO, Annual Reports of Bank for Investment and Development (BIDV), Bidding Documents of the National Banknote Printing Plant of Vietnam, etc.