



# NGUYEN MINH HOANG

## INTERPRETER

### CONTACT INFORMATION

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### SKILLS

#### INTERPRETATION

- English
- Vietnamese (native)

#### COMPUTER SCIENCE

- Word
- Excel
- Powerpoint
- Outlook

#### CONTENT WRITING

- Finance
- Education
- Healthcare
- Tourism and Culture
- Literature

#### ADAPTABILITY

- Self-management
- Calmness
- Open-mindedness
- Organization

### OBJECTIVE

Seeking an opportunity to work as an Interpreter, utilizing my excellent language proficiency and communication abilities.

### WORK EXPERIENCE

#### FREELANCE TRANSLATOR

January 2021 - Now

Upwork, Fiverr, Freelancer.in, Appen

Provide services include : Translation, Interpretation, Data Entry, Virtual Assistant for customers on these platform.

#### INTERPRETER

May 2023 - June 2023

Balrampur Chini Mills Limited ('BCML')

Working as personal assistant and interpreter of Mr. Nikhil Sharma - DDGS Export Head of BCML during his working time in Viet Nam.

#### AGENCY

June 2022 - October 2022

Cen Saigon Real Estate Joint Stock Company

Main responsibilities:

- Introducing real estate products (houses, apartments,..) and projects consulting customers to invest in them.
- Writing contents on social network and website.
- Making calls for investments for the projects through telesale.

#### RECEPTIONIST

March 2021 - June 2021

Olab Fitness Center

Taking responsibility for :

- Greeting members and guests, answering phones, scheduling appointments.
- Being responsible for handling customer complaints or questions about services or equipment.
- Performing other administrative tasks to ensure that the gym runs smoothly.

### EDUCATION

#### FOREIGN LANGUAGE FACULTY

2018 - 2023

TON DUC THANG University

Commercial English

### CERTIFICATIONS

2019 MOS1 and MOS2

### ACTIVITIES

#### MEMBER OF LEARNING ENGLISH COMMUNITY

2019 - 2021

English Zone Club - TDT University - Nha Trang Campus

- Ability to pivot and adapt quickly
- Versatility
- Fast learner

## INTERESTS

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- Football, basketball, music and gymnastics.

- Organizing monthly events, doing volunteer work
- Sharing how to learn English efficiently experiences to all students who want to improve their vocabulary and skills