



Nguyễn Thị Mỹ Linh

Freelancer Translator

August, 21

0969308544

Binh Duong, Vietnam

Female

nguyenthimylinh0312@gmail.com

EDUCATION

2015 >> 2019

+ UNIVERSITY OF SOCIAL SCIENCES AND HUMANITIES, HO CHI MINH CITY

Major: English Linguistics and Literature

Graduated: Good

WORK EXPERIENCE

06/2023 >> Now

+ HIGHTECH PASSPORT LTD.,

Junior Project Manager

- Communicate with linguistic resources throughout the world
- Coordinate smaller projects, assigning linguistic tasks and determining deadlines
- Supporting Project Managers on our sites in the US and in Romania in larger and more complex localization projects
- Track project progress in terms of time, quality, and costs
- Interact with our engineering and desktop publishing staff in the US, Japan, and in Romania, including learning some state-of-the-art technologies and applications
- Perform translation/localization from English into Vietnamese
- Communicate with evaluators of linguistic resources
- Edit, review, test Vietnamese translations
- Assist Project Management staff with Vietnamese linguistic issues

04/2021 >> Now

+ FRAMAS VIET NAM LTD (THE BIGGEST SUPPLIER OF PLASTIC TECHNOLOGY FOR THE SPORTS INDUSTRY WORLDWIDE)

General Administrator

- In charge of controlling and supervising meal system, driver's schedule, shuttle bus and car arrangements
- Handling monthly payment for factory activities (gasoline, water, electricity, etc)
- Managing expats and expats' documents (work permit, visa, resident card, etc.)
- Stationary control
- Proceeding orders and making the contracts upon request based on yearly schedule investment
- Other tasks to support factory on events, team building, expats' benefits.

11/2019 >> 04/2021

+ WENDELBO SEA (MANUFACTURER OF HIGH QUALITY UPHOLSTERY FURNITURE)

Sales Assistant B2B for export customers (APAC and US market)/ Sale Coordinator

SKILLS

Communication



Team work



Time management



MS skills



Logical thinking and creative



Multitasking



Attention to detail



Positive Attitude



CAREER ASPIRATIONS

Be a team player and helpful coworker
Passionate and high energy for each given task

Ready to do attitude

Willing to support teammates and coordinate with other department to complete the job successfully

LANGUAGES

English (Bachelor on English Faculty)
Mandarin (HSK3/2019)

- Consulting customers about company products, delivery and payment term
- Coordinating end-to-end projects on developing new products upon request
- Tracking the sale projects in terms of time, and KPI
- Handling complaint requests from the customers
- Supporting local team for outlet sale event, local sale delivery
- Other admin tasks (meeting assistant, payment and shipping docs, and so on).

03/2020 >> 04/2021

+ NANCY ENGLISH CENTER

English teacher

- Teaching students from 6 to 13 years old
- Curriculum and test preparation
- Giving monthly evaluations.

VOLUNTEER

July 2016 >> August 2016

+ GREEN SUMMER CAMPAIGN 2016

Member of English teaching team

- Teach and practice with local students
- Organize outdoor activities for both students and fellow volunteers