

PHAM PHUONG LINH (GRACE)

Phone: (+84) 353414150
plinh.rmit@gmail.com

To Huu, Nam Tu Liem
Hanoi, Vietnam

Over 10 years of experience in a multicultural setting, translating daily between English and Vietnamese,

Over 6 years as language assistant to the foreign Board of Directors across broad array of fields including: military (radar, guns, UAVs, search and rescue...), solar power, electric vehicles (EVs), telecommunication...

EDUCATION

MIB	Royal Melbourne Institute of Technology Master of International Business Distinction Degree	2015
BBA	Royal Melbourne Institute of Technology Bachelor of Business Administration Minored in Accounting	2010

TRANSLATING EXPERIENCE

Translator and Language Assistant to Foreign Executive 2018

- Prepared and translated a variety of business documents in English and Vietnamese, including:
 - o Government-level letters
 - o Public speaking scripts
 - o Media journals
 - o Press releases
 - o Technical descriptions
 - o Business plan/proposals
 - o Product manuals
 - o Product brochures, flyers
 - o Presentation slides
 - o Video
- Served as an interpreter during meetings and conferences
- Edit and review language consistency in every formal documents

- Accomplishment
 - o Handled translation of 7 extensive business proposals of more than 100 pages in both English and Vietnamese

- Handled translation of 6 annual financial statements prepared on Vietnamese, Hong Kong, Singapore and UK accounting systems in Vietnamese
- Handled 1000+ document of all types in both Vietnamese and English
- Facilitate a broad field
- Never break any deadline

PROFESSIONAL EXPERIENCE

- Accompanied executives in every business activities in Vietnam.
- Engaged in translating business documents, including high-level communication, public speeches, media journals, press releases, and technical descriptions.
- Served as an interpreter during meetings and conferences
- Took responsibility for all translations between English and Vietnamese
- Conducted thorough researches and databases to support the executive's business strategy development.
- Collaborate with the marketing and technical teams to translate and adapt product descriptions for all levels of audiences.
- Maintained and organized digital and physical files
- Developed and maintained a comprehensive glossary and translation memory to ensure consistency

LANGUAGES

Vietnamese: Native language

English: Advanced

Chinese: Beginner

COMPUTER SKILLS

Application: Microsoft Office, Google Sharing, MemoQ, CAT, Adobe Editing, Photoshop Editing, Aegisub,