## **Curriculum Vitae**

## Anh Phan (Phan Nguyet Anh)



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Information

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## Education & Qualifications

## National Authority for Accreditation of Translators and Interpreters (NAATI), Australia

Professional Translator (Level 3, highest level available) in both direction (English into Vietnamese and Vietnamese into English), April 2002

### University of Melbourne, Australia

Master of Education (major in assessment of translation competency) conferred in December 2001 (Overall results: H1)

### Nottingham University, the United Kingdom

Visiting Scholar, 1997

#### Hanoi University for Foreign Language Teachers, Vietnam

Bachelor of Arts (major in English) in 1994

## Academic Achievements

- AusAID scholarship for the 2000-2001 Master of Education at the University of Melbourne, Australia
- The Nottingham University Scholarship for Visiting Scholars, 1997
- The Nottingham University Scholarship for an MBA Program, 1997 (not taken)
- The 1992-1993 Vietnam Foundation Scholarship awarded by the National Linguistics and Languages Institute of Australia

### 1. As a Freelancer (2000 - present)

## Professional Experience

Clients: Marriot, Rosetta, Orbeto, University of Melbourne

(Australia), University of Otago (New Zealand), PAEN Communications Ltd (New Zealand), Lingo24 (New Zealand-UK), Multimedia Languages & Marketing (Australia), NZTC International (New Zealand), Applied Language Solutions (UK), SRF Global (US), TransPerfect Translations (UK), INAWORD Inc. (US), and Digital Language Services Inc. (US) among others.

Services: Translation, editing, proofreading, negative check and

interpreting.

Fields: Corporate documents (business plans, operational

plans, financial statements, finance reports, securities prospectuses, labour documents, confidentiality agreements and so forth), educational materials (University brochures, course information, course curriculum), construction (brochures of cement companies), health insurance (benefit plans, claims and general information), government's and community's information (laws, regulations, leaflets and brochures), health care (research participant information and consent forms, brochures and educational healthcare materials), environment (presentations, reports and workshop proceedings on mangrove ecology and mitigation of dioxin consequences), personal documents

(birth certificates, driving licences, personal letters), etc.

### 2. As an Employee:

January 2002 - present

Employer: Phillips Fox, Vietnam.

Position: Head Legal Translator and Interpreter

Duties: Supervising a team of senior, experienced translators responsible for translation for official publication of

responsible for translation for official publication of Vietnamese laws in cooperation with the Vietnam

Ministry of Planning and Investment;

Being responsible for the quality of Phillips Fox

translations:

Translating and editing translations of highly complex legal and business documents of clients (including GE Money, BHP, BP, Colonial Mutual Groups, Telstra, Philip Morris, ANZ Bank and Holcim among others) from Vietnamese into English and vice versa:

Interpreting (both simultaneously and consecutively) at numerous high level legal conferences, conferences on investment, privatisation and general economics, and

at corporate board meetings.

2003 - present

Employer: Asian Institute of Technology Centre of Vietnam, Hanoi,

Vietnam.

Position: Lecturer (part-time)

Duties: Teaching several intensive training courses for

interpreters and translators

2000 - 2001

*Employer.* University of Melbourne, Melbourne, Australia.

Position: <u>Translator - Assistant Researcher.</u>

Duties: Analysing interview data, preparing reports thereon and

translating project documents of a number of World Bank projects in primary teacher development and primary school students numeracy and literacy assessment in Vietnam carried out by the Assessment Research Centre.

Employer. Phillips Fox Law Firm, Melbourne, Australia,

Position: Legal Translation Editor.

Editing legal translation for official publication of Duties: Vietnamese laws in cooperation with the Vietnam

Ministry of Planning and Investment;

Editing translations of clients' legal and Website documents from Vietnamese into English and vice

versa.

1997 - 2000

Phillips Fox Hanoi Branch, Hanoi, Vietnam. Employer. Position: Chief Legal Translator and Interpreter.

Duties: Translating and editing translations of legal instruments

and documents of clients;

Interpreting (both simultaneously and consecutively) in

conferences and corporate meetings.

1992-1999:

Employer. Centre for Resource and Environment Studies, Vietnam

National University, Hanoi, Vietnam.

Position: Translator and Interpreter.

Duties: Translating documents of projects funded by a number

of foreign organisations, including the World Bank, ADB, DANIDA and Aarhus University (Denmark), Tokyo University, and Action for Mangrove Reforestation (Japan) from Vietnamese into English and vice versa; Interpreting simultaneously at conferences and

workshop on mangrove ecosystems and environmental

studies.

1995-1997:

Edukasia Ltd., London, the United Kingdom Employer.

> (a British company specialising in organising education exhibitions, operating English language schools and referring students to British educational institutions).

Position: Hanoi Representative and English Language Training

Establishment (ELTE) Administrator.

Duties: Administering English courses offered by native speaker

teachers at ELTE;

Working with Vietnamese government agencies and related bodies on matters relating to the operations of

Edukasia and ELTE in Hanoi, Vietnam;

Referring Vietnamese students to British high schools

and colleges.

1994-1995:

Employer. Danish Red Cross, Hanoi, Vietnam (a Danish non-

governmental organisation).

Position: Translator and Interpreter.

Duties: Translating project and office documents, mainly in the

fields of public health and environment protection, from

Vietnamese into English and vice versa; Interpreting at meetings and during field trips.

## Membership

- Australia Institute for Interpreters and Translators (AUSIT)
- American Translators Association (ATA)

# Other Professional Experience

- Conducting various assessments of translation competency.
- Participation in professional development workshops organized by NAATI.
- Participation in various workshops, seminars and professional activities organized by AUSIT.
- Introduction of and training in the use of computer-aided translation tools to Phillips Fox translation teams

### **Softwares**

Word, WordPerfect, Wordfast, Excel, Powerpoint, Quest, ALP, VNI, ABC, Vietkeys, Unikeys