

# RESUME

## Thanh Thuy Pham

### PERSONAL DETAILS

Thanh Thuy Pham  
NSW 2165 Australia  
E: vivianhaphm@yahoo.com.au

NAATI Certified Translator English <-> Vietnamese  
(Formerly Level 3)  
Practitioner ID: CPN9WU16C

### AREAS OF EXPERTISE

- **Translating**

*Legal documents (general, contracts, agreements, memorandum...)*

*Medical setting, healthcare, pharmaceutical field (general information, supplement medicine...)*

*Social welfare, current affairs (factsheets, senior newsletters, centrelink factsheets)*

*Immigration field (factsheets, general information...)*

*Environmental field (general information, e-green, energy...)*

*Computer (general information...)*

*Personal documents (driver licence, birth certificate, death register, bank statement)*

- **Proofreading Vietnamese documents/brochures**

*Legal documents (general, contracts, agreements, memorandum...)*

*Medical setting, healthcare, pharmaceutical field, aged care field (general information, supplement medicine...)*

*Social welfare, current affairs (factsheets, senior newsletters, centrelink factsheets)*

*Immigration field (factsheets, general information...)*

- **Back translation**

### PERSONAL SUMMARY

A multi-skilled, reliable & talented certified translator (formerly level 3) qualified by NAATI, Australia.

A quick learner who can absorb new ideas & can communicate clearly & effectively with people from all social & professional backgrounds.

Being well mannered, articulate & fully aware of diversity & multicultural issues.

Having an ability to adapt to challenges and being aware of professional roles & boundaries in translation jobs.

Would like to work as a translator for a successful and ambitious company that offers great opportunities for career development and progression.

### KEY SKILLS AND COMPETENCIES

- Proficiently using CAT tools: memoQ, Trados Studio 2015, Wordfast, MateCat, MemSource cloud.
- Fluently speaking English and Vietnamese.
- Having excellent communication and social skills.
- Being able to work under tight deadlines.
- Highly skilled in Ms Office 2010/2016/365, Excel, Ms Publisher, Adobe Acrobat XI Pro and Subtitling Software WinCaps Q4

### WORK EXPERIENCE

#### ***Multicultural NSW – NSW Government***

CASUAL TRANSLATOR PANELLIST 2018 - Present

- Translating and proofreading/editing personal documents (marriage certificate, driver's licence, birth certificate and criminal record certificate from Vietnamese to English)

#### ***SBS InLanguage – Australia***

CASUAL TRANSLATOR 2017 – Present

- Translating and proofreading/editing documents from English to Vietnamese
- Translating from Vietnamese to English
- Back translating from Vietnamese to English

Medical general information

General information

## PROFESSIONAL SKILLS

Bilingual language: English,  
Vietnamese

Proficiently using Ms Office 2010/  
2013/2016, Office 365,  
Adobe Acrobat XI Pro,  
Adobe Acrobat DC

Proficiently using Subtitling  
Software WinCaps Q4, Subtitle  
Edit, Subtitle Workshop

### **Aussie Translations - Australia**

CASUAL TRANSLATOR (English to Vietnamese) Jan 2016 – Present

- Translating legal documents, contracts and agreements
- Translating technical, social welfare and personal documents
- Reviewing and proofreading Vietnamese text.
- Translating personal documents from English into Vietnamese

### **Lexigo (formerly Anecsys Translation)**

CONTRACTED TRANSLATOR 2013 - Present

- Translating legal documents, contracts, agreements,
- Translating personal documents from English to Vietnamese
- Translating pamphlets of immigration, healthcare and social welfare
- Reviewing and proofreading Vietnamese texts.
- Assisting other translators when needed.
- Translating personal documents Vietnamese to English (birth certificate, driver's licence, marriage certificate, criminal record certificate, household book....)

### **Freelance Translator 02/2006 - Present**

- Co-working with Vietnamese translators in translation projects (English to Vietnamese):
  - \* Laws of Work Choices for Retailers
  - \* ANZ Banking Survey
- Translating brochures, leaflets (English to Vietnamese)
  - \* Water saving in Asian restaurant
  - \* Asian Dry Cleaner electricity saving
  - \* Queensland Community Health factsheets
  - \* Educational brochures
  - \* Supplement products
- Translating legal contract/agreement (from English to Vietnamese)
  - \* Agreement of Aged Care at Home
  - \* Agreement of Consumer Directed Homecare
  - \* Statement of Intention
  - \* Industry Agreement
- Translating personal documents (driver's licence, birth certificate, marriage certificate, death register, bank statement...) English <-> Vietnamese

### **Ethnic Communities's Council of NSW - Austrasia**

BILINGUAL OFFICER 2006-2008

- \* Translating brochures of Saving Water in Asian Restaurant Project
- \* Translating brochures of Asian Dry Cleaner Electricity Saving Project
- \* Promoting the economic and environmental benefits of projects such as water saving, electricity saving.

### **Chiêu Dương Newspapers, Cabramatta – Australia**

REPORTER/TRANSLATOR 02/01 – 19/10/06

- \* Translating/Reporting health, science, political, environment, current affairs, and many different topics from English into Vietnamese.

## **QUALIFICATIONS**

**Graduate Diploma in Translation**      **Feb 2017 - July 2018**  
*Western Sydney University- Australia*

**Certified Translator formerly level 3 (Vietnamese to English)**    **07/2018**  
*National Accreditation Authority For Translators And Interpreters (NAATI)*

**Certified Translator – formerly level 3 (English to Vietnamese)** **02/2006**  
*National Accreditation Authority For Translators And Interpreters (NAATI)*

**Graduate Diploma in Education (LOTEs)**    **2000**  
*University of Western Sydney - Australia*

**Bachelor of Arts (Languages)**      **1996 - 1999**  
*University of Western Sydney – Australia*  
*Major in English language, linguistics and Vietnamese language*

**Certificate in Tertiary Preparation**      **1995**  
*Sydney Institute of Technology – Ultimo TAFE – Australia*

**Degree of Pedagogy (Secondary School)**      **1984-1987**  
*Pedagogy College of Ho Chi Minh City – VIETNAM*