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SERVICES

- Translation :

- English > Vietnamese
- Vietnamese > English
- French > Vietnamese
- Vietnamese > French
- Russian > Vietnamese

- Interpreting : French – Vietnamese.

Specialization: medical, finance, banking, accounting, technical, literature, localiiation, subtitling, science, engineering etc...

LANGUAGES :

- Mother tongues: Vietnamese, French

- Bilingual in Vietnamese and French (native languages), dual Vietnamese and French culture

- English : fluent (active)

- Russian : fluent (passive)

TRANSLATION EXPERIENCE & ACHIEVEMENTS

Technical :

- 2010 - present : monthly projects for an European manufacturer and distributor of machine parts.

- English>Vietnamese translation related to a clean energy management software: 806 + 222 words (2010), 500 + 271 words (2012), 1151 + 112 words (2013), 2345 words (2014), 1247 words (2015)

- Translation of reports and studies about electricity and power plants, from Vietnamese into French (104 pages) (2006)

- English into Vietnamese translation of a water treatment project feasibility study (about 100 pages) (1994-1997)

- English into Vietnamese proofreading of a water treatment project contract (150 pages) (1997).

Finance/Marketing:

2007-2009: Insurance group internal journal (French>Vietnamese, about 3000 words/quarter).

2008: marketing doc for a brewage group (English>Vietnamese, 24293 words), presentation for an electronic group (English>Vietnamese, 2960 words)

2007: Insurance company statements (French>Vietnamese, 683words), Annual report (English>Vietnamese, 3025 words), Communication Board Headings (English>Vietnamese, 107 words), bank letter-account opening (English>Vietnamese, 1107 words)

1998-2003:proofreading and follow-up of an urban services company monthly financial statements and audit reports (English/Vietnamese)

Legal:

2009: French into Vietnamese translation of a court file (3200 words)

2008: English into Vietnamese translation of an attorney's letter (609 words), of a tenant notice (800 words) and of detainee's rights&responsibilities (580 words).

2007: English into Vietnamese translation of an agent agreement for a pharmaceutical group (13 pages), of a criminal record (604 words) and of an International assignment contract (3750 words)
1997: English into Vietnamese proofreading of an infrastructure project contract (150 pages)
And also: diplomas, birth and marriage certificates, adoptive history, articles of association...

Medical:

Dec06 - Patient rights bill - 1,926 words

Jun07- Avian flu - 835 words

Jun07- Community Health Center - 1,013 words

Jul07- Hepatitis C - 756 words

Nov07- medical dialogues - 59,774 words

Jan08 - hospital consent form - 4387 words

Mar08- health force leaflet - 585 words

Apr08- consent to receive psychiatric medication - 485 words

Apr08- HIV counselling and testing - 871 words

Sept10 – drug leaflet – 11,009 words (Vietnamese>English)

Sept – article from pharmaceutical journal 1941 words (Vietnamese>English)

Nov 2010 – training material for medical aids 68,166 words (English>Vietnamese)

- English into Vietnamese translation of subtitles: 270 minutes (US constitution)-2007, 26 minutes (children protection)-2007, 21 minutes (educational video about environmental protection)-2008, 14minutes (career guidance)-2009.

- Translation of reports and studies about electricity and power plants, from Vietnamese into French (104 pages) (2006)

- Published translations of more than 100 children's books (stories, educational, scientific), in which around 60 one-hundred-pages books and 10 thrillers (translated into Vietnamese mainly from French and English) (1995-2006)

- Vietnamese into English translation of 3 comics (2003)

- French-Vietnamese consecutive interpreting for the negotiation of a big infrastructure contract (about 2 working days per month) (1994-1997).

- English into Vietnamese translation of an infrastructure project feasibility study (about 100 pages) (1994-1997)

- English into Vietnamese proofreading of an infrastructure project contract (150 pages) (1997).

- Vietnamese into English/French daily translation of various documents, decisions, circular letters, official letters issued by the Vietnamese authorities at different levels (1992-1998)

- Freelance translator (from Russian and French into Vietnamese) for Vietnam's biggest tri-monthly magazine "Kien Thuc Ngay Nay" (Today Knowledge) (1989-1992).

EDUCATION

Graduated “engineer-technologist-chemist” from the Moscow Lomonosov Institute of Fine Chemistry (1991).

Certificate of Teacher of Russian as a Foreign Language (1991).

Certificate of Proficiency in English (1992).

University in Russia, high school in Vietnam, primary and secondary education in France.

WORKING BACKGROUND :

- 1993 – 2004 : assistant to the Chief Representative, Office Manager and then Administrative cum Financial Manager for a big French Group based in Vietnam.
- 1991 – 1993 : Public Relations officer for a Vietnamese information technology company.