

CURRICULUM VITAE

PERSONAL INFORMATION

Full name: Duong Hoang Thai Hau (Hau Duong)
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EDUCATION BACKGROUND

20017 - 2019	Banking Academy Master of Science in Finance and Banking
2007-2011	Banking Academy Bachelor of Business Administration Bachelor of Banking and Finance

WORKING EXPERIENCES

<i>December 2012 – February 2014 (Fulltime)</i>	<p>Publishing Manager Assistant and Coordinator of communication projects at Amak Media and Publishing Jsc.</p> <ul style="list-style-type: none">- Supervise freelance translators, freelance designers.- Prepare financial plans for forthcoming books.- Prepare plan and allocate works required for media partners: Event held anti-dumping law for Vietnam Competition Authority (Ministry of Industry and Trade) and Microsoft Vietnam; Programs Anti-piracy campaign (work for Vietnam Microsoft)... <p>Staff - Copyright Department at Amak Media and Publishing Jointstock company: In charge of negotiating literature foreign copyrights; research and arrange annual publishing plan. Translator and editor.</p>
<i>March 2014 – November 2018 (Fulltime)</i>	<p>Accountant at Agency of Information Technology (Ministry of Health):</p> <ul style="list-style-type: none">- In charge of payable payments, bookkeeping, bank reconciliation, budget, fixed assets and depreciation,...- Responsible for some tasks of C&B staff: Prepare monthly payroll and other income-tax related tasks.- Prepare legal procedure for procurement plans.- Translate information technology reports for Vietnam WHO.
<i>December 2018 - February 2020 (Fulltime)</i>	<p>Purchasing & Procurement Staff - Viet Nam Bank For Industry & Trade Securities JSC: Make purchasing plans, prepare the purchase requisitions, negotiate with supplier and resolve all the issues with supplier/vendor, prepare payment documents,...</p> <p>Responsible for some tasks of C&B staff: calculate KPIs,</p>

	prepare monthly payroll, benefits...
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TRANSLATION EXPERIENCES (2011 – NOW, ENGLISH <> VIETNAMESE)

Literature/Economics/Marketing	Clients: Vietnam publishing companies, including Backvietbooks, Amakbooks, Dinh Ti Books, IPM Books, 1980 Books...
Finance	Clients: Vnexpress.net, 24h.com.vn and other Fintech companies. In charge of translating: trading news, investment analysis reports (Fundamental and Technical analysis), and earnings reports. Articles relate to stock news in sectors: finance, F&B, automobile, energy, pharma, IT...
Politics	Client: Youtube In charge of translating: Translate news around the election and political information in the US into Vietnamese or vice versa. Work done as part of Youtube's reported information/video monitoring project.
E-commerce/Legal	Client: Amazon (website localization)
IT	Clients: Amazon Web Service (website localization), Microsoft (project related to machine translation training), and other software companies (software localization and testing)...
Gaming	Clients: AppLovin, Two Hands Games, Netflix, and Chinese game companies (Translation/Proofreading and testing, mostly RPG for mobiles, including One Piece, Dragon Ball,...)
Healthcare and Pharma	Clients: Abbott Laboratories (medical equipment, nutritional products), Bayer,... Also participate in translation health economics training course documents (pharmacoeconomics), clinical study reports for other clients. Mom & baby applications (app localization)
Automotive Industry	Knowledgeable about the automotive field due to having participated in projects for the end customer such as BMW, Nissan, Renault, Aston Martin, etc. The projects are quite diverse from preparing daily newsletters (writing summaries of English news related to automakers and the market), media analysis reports (including coding, new car release evaluation reports, advertising campaigns evaluation reports, road test summary reports, etc.). Also participate in translating news about the auto industry and major auto companies for a financial website, including news about financial reports, new car models, industry news, etc.
Industrial machinery	Client: DMG Mori (website localization)

DUBBING AND SUBTITLING EXPERIENCES (2015 - NOW)

Film	Clients: Visual Data (English > Vietnamese and English > Japanese): Series on Netflix, HBO, etc
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Virtual events/E-learning videos	Client: Collot Baca Localization (English > Japanese)
Commercial videos	Client: Standard Chartered Bank (English > Vietnamese)
Other videos	Client: ByteDance (English > Japanese) - videos on TikTok platform

TRANSCRIPTION EXPERIENCES (2018 - NOW)

Vietnamese > English	Client: LionBridge (YouTube Trust & Safety project)
Vietnamese > Vietnamese	Client: Eccellente Services Pvt. Ltd. (Vietnamese Transcription Project - Loft 2.0)

OTHER PROJECTS (2020 – NOW)

Cision	Media analyst: Preparing newsletter for clients (BMW, Sartorius), including summaries of articles related to the company's products, competitors, policies affecting the industry, or in-depth media reports.
Carma	Same above, covering clients such as HSBC, KPMG, Philip Morris International.
Dow Jones Factiva	Same above, covering clients such as Park Hyatt.
Oracle	Grapeshot (Oracle) brand safety solutions localization.
Moody's, Dow Jones, Wealth-X	Participate in Entity Extraction and Due Diligence projects. - Entity Extraction project: Extract information from media related to cases in Vietnam (individuals and companies). - Due Diligence project: Write in-depth due diligence reports on high-value individuals and companies according to client requirements.

OTHER CLIENTS/WORKING PLATFORM (2018 – NOW)

Other clients	Gengo, Seatongue, Future Trans, Pactera (GienTech), Adata Pro
Other working platform	Smartcat

CAT TOOLS CAN USE

Memsource, Trados, Smartcat, MemoQ, Wordfast, Aegisub, Subtitles Translator, Oona, TCS (Bytedance)...

Hanoi, January 15, 2024
Hau Duong