

# Vouayang YATHORTO U

Freelance Translator

## Personal Information

### Address

Khoun District, Laos 0900

### Phone

+8562057499406

### E-mail

vouayang27@gmail.com

## Skills

- Microsoft Word



- Microsoft Excel



- Microsoft PowerPoint



- Internet Explorer



- Translations



- Editing



- Proofreading



- MTPE



- Transcription



- Subtitle



Focused Translator with highly developed understanding of Hmong and Lao languages and culture. Skilled in quickly and accurately translating written documents. Over 5 years of related expertise.

## Work history

2020-01 -

Current

### Freelance Translator

*Translation Company, Vientiane, Laos*

- I have been working as a freelance translator in full-time and part-time from English to Hmong/Lao and vice versa, also serve as Typist, Editing, Transcriber, Subtitle, MTPE, LQA and Proofreading.
- My specialized areas are IT, Website, Mechanical (familiar with a variety of Tools, Maintenance Items), Automation, Legal, Financial, Medical (familiar with Medical terminology), Chemical, Marketing, Document, CV/Resume, Certificate, Game, Technical, life science, Policy contract, Certificate of insurance (COI), Coverage documents, and some documents required for specific types of insurance such as: Life insurance, Travel insurance, Health insurance, claim forms, medical records, discharge summaries, and consent forms, Hospital bills, Test results, Prescription bills, First Information Report (FIR) or Medico Legal Certificate (MLC), Valid identity proof, Doctor's, prescriptions, Ambulance receipt, Address proof, Technical, crypto industry (with working as a staff for about a year), clinical trials documents such as informed consent forms, case report forms, clinical study reports, and protocols and etc...
- Translated documents from English to Hmong and Lao.
- Reviewed final work to spot and correct errors in punctuation, grammar, and translation.
- Collaborated with fellow translators to ensure consistency in language usage and style across all documents.
- Managed multiple projects simultaneously while maintaining strict deadlines and attention to detail.

• LQA

SDL Trados 2021

MemoQ

Memsources

WordBee

XTM

Other online CAT Tool

- Specialized in translating complex technical documents, ensuring accuracy and clarity for endusers.
- Ensured high-quality translations by rigorously proofreading and editing documents.
- Proofread, edited and improved documents of different sizes.

2022-05 -  
2023-06

## Advisor I, Customers Service

*Concentrix Company, Kuala Lumpur*

- Responsible for the content safety of short video products, ensuring their legal compliance or reviewing online videos/content/legal notices received from the end customer on any incorrect decisions taken related to their copyright work/material
- Developed long-lasting relationships with clients to ensure consistent retention and loyalty.

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## Education

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2003-01 -  
2008-01

### High School Diploma

*Phousy Primary School - Xiangkhoang, XI*

2008-01 -  
2013-01

### High School Diploma

*Phousy Secondary School - Xiangkhoang, XI*

2013-01 -  
2016-01

### High School Diploma

*Santiphap High School - Luang Prabang, LP*

2016-01 -  
2020-01

### National University of Laos: Electrical Engineering

*National University of Laos - Vientiane, VT*  
Faculty of Engineering

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## Personal Information

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- Date of Birth: 07/05/97
- Gender: Male
- Marital Status: Single