



## LÊ NGỌC MINH

Date of birth: 01/09/2003

Email: [lengocminh2003ts1@gmail.com](mailto:lengocminh2003ts1@gmail.com)

Phone/Zalo: 0367698075

Address: Viet Nam

## Education

**Diplomatic Academy of Viet Nam**

*Ha Noi, Viet Nam*

*Bachelor of Arts in English Language (GPA: 3.38/4.0 - Very good)*

*2021-2025*

## Experience

**CVN Translation And Tourism Development Joint Stock Company**

*Ha Noi, Viet Nam*

*Translator*

*December 2024 – March 2025*

- Translated news articles and content related to certified translation, tourism, and visa services between Vietnamese and English.
- Proofread and edited translated texts to ensure accuracy, terminology consistency, and contextual appropriateness.
- Optimized SEO content derived from translated texts, consistently achieving optimization scores above 90/100.
- Published SEO-optimized articles to the company website in accordance with keyword usage, format, and visual content guidelines.

Please access the link to see my translations: [PDF Ngoc Minh\\_Translation.pdf](#)

## Skills & Interests

**Office skills:** Google Workspace (Google Docs, Google Sheet, Google Slides); Canva

**Language:** Fluent in English ([Cambridge C1 Advanced](#) - Overall: 183)

**Interests:** Passionate about linguistics and cross-cultural communication; Reading bilingual books and academic articles in English

**CAT tools:** Proficient in using Smartcat for translation and proofreading