

# LÊ THỊ HẠNH

Doan Tran Nghiep, Le Dai Hanh, Ha Noi ♦ +84 917248393 ♦ [lehankj90@gmail.com](mailto:lehankj90@gmail.com)

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## PERSONAL INFORMATION

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Full name: **LE THI HANH**

Date of birth: October 20, 1990

Gender: Female

Current accommodation: Doan Tran Nghiep, Le Dai Hanh, Hanoi

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Skype: lehankj



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## EDUCATION

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**UNIVERSITY OF SOCIAL SCIENCE AND HUMANITIES, VIETNAM NATIONAL UNIVERSITY, HA NOI**

*Bachelor in Faculty of Oriental Studies*

Aug.2008- Jun.2013  
*Graduated*  
GPA: 3.60/4

**NATIONAL UNIVERSITY OF SINGAPORE (NUS)**

Scholar of Temasek Foundation Leadership Enrichment and Regional Networking Programmed (TF LEaRN) at National University of Singapore

*Exchange student in Southeast Asian Studies*

Aug.2012- Dec.2012  
*Exchange student*

**UNIVERSITY OF EDINBURGH'S ONLINE COURSE, UK (COURSERA.ORG)**

*Participated in the online course "Critical Thinking in Global Challenges"*

03/2013

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## WORKING EXPERIENCE

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**FREELANCER (INTERPRETATION/TRANSLATOR)**

2012 - present

♦ Working fulltime on Upwork, ProZ and TranslatorCafe for translation project, translate, proofreading, voice over for many projects in various fields

♦ Translated documents for Department of Planning and Investment in Hanoi

♦ Interpreted meeting, conferences, exhibitions, workshop... from English to Vietnamese and vice versa in Hanoi

**Recent Significant Projects:**

<u>Project title - Length</u>	<u>Content</u>	<u>Client</u>	<u>Tool used</u>
<b><u>CONTRACT &amp; LEGAL</u></b>			
<b>Swapix</b> - 3,986 words	Terms & Conditions	<u>Swapix</u>	Word
<b>Ballot Measure</b> - 6,000 words	Law	<u>GTE Localize</u>	MemoQ
<b>NOKIA Code of Conduct</b> - 10,000 words	Legal	<u>Nokia</u>	IDML
<b>Orange County California</b> - 100,000 words	Legal	<u>Orange County California</u>	Excel, Word
<b>Questionnaires</b> - 4,000 words	Legal	<u>Kantar TNS</u>	Word
<b>Annual Employee Survey</b> - 22,000 words	Legal	<u>CEB</u>	Trados
<b><u>MARKETING</u></b>			
<b>Grab</b> - 2,600 words	Marketing document	<u>DuckSale</u>	Excel
<b>CHANEL</b> - 6,000 words	Marketing, Promotion Letter	<u>CHANEL</u>	Power Point
<b>Straight2Bank</b> - 3,000 words	Tutorial & Marketing Scripts	<u>Straight2Bank</u>	SDL Trados
<b>Dream Cruise</b> - 6,000 words	Marketing	<u>Genting Hongkong</u>	PDF
<b>Swiss Gold Global Compensation Plan</b> - 12,500 words	Marketing	<u>Swiss Gold Global</u>	Power Point
<b>Website translation, articles</b> - 35,000 words	Website content	<u>Epic Flight Academy</u>	
<b>Joystream Online English</b> - 10,000 words	Website translation	<u>Joystream</u>	
<b><u>IT &amp; AUTOMATIC</u></b>			
<b>Sangfor Technologies</b> - 1,400 words	IT	<u>Lan Delion</u>	XTM
<b>HIKVISION</b> - 3,000 words	Camera, Automative	<u>Hikvision</u>	SDL Trados

<b>SMS API system</b> - 100,000 words	IT	<u>Westproof</u>	Client platform
<b>Tetra Park</b> - 1,140 words	Vehicle & Machinery	<u>EC Inovations</u>	MemoQ
<b>OceanRich</b> - 1,000 words	Manuals	<u>OceanRich</u>	Trados
<b>Uniview Project</b> - 21,000 words	Camera	<u>Uniview</u>	SDL Trados
<b><u>IGAMING &amp; BLOCK CHAIN</u></b>			
<b>OffGamers</b> - 5,000 words	iGaming	<u>OffGamers</u>	Word, Excel
<b>All Football Apps</b> - 10,000 words	Sportsbetting, Football	<u>All Football</u>	SDL Trados
<b>Articles</b> - 5,000 words	Gaming	<u>Wondershare Software</u>	
<b>Betsoft</b> - 50,000 words	Slot games	<u>Betsoft</u>	MemoQ
<b>Trade360 Platform</b> - 15,000 words	Blockchain, Online Trading	<u>Trade360</u>	Smartcat
<b>Website translation, articles</b> - 30,000 words	Binary Options, Marketing	<u>Olymp Trade</u>	
<b><u>GENERAL</u></b>			
<b>Troveskin</b> - 20,000 words	Beauty & Cosmetic	<u>Troveskin</u>	Word
<b>FOREO</b> - 1,100 words	Beauty	<u>FOREO</u>	MemoQ
<b>Siemens</b> - 3,600 words	Medical Devices	<u>EC Inovations</u>	MemoQ
<b>Lazada</b> - 7,000 words	E-commerce	<u>Alibaba</u>	Client's Platform
<b>FundYourselfNow</b> 30,000 words	ICO	<u>Pinnacle One</u>	HTML
<b>ADAMED Business Strategy</b> - 7,000 words	Medical General	<u>Adamed Group</u>	PowerPoint
<b>26 Drama episodes</b>	Subtitling	<u>TVibe Corporation</u>	
<b>Learning Material</b> - 50,000 words	Education	<u>IPC</u>	Trados
<b>Bosch Power Tools</b> - 7,000 words	Videos and subtitling	<u>Bosch</u>	Aegisub

<b>50 Episodes and Gameshows</b>	Subtitling	<u>GoQuest Media Ventures</u>	Aegisub
<b>Website translation</b> - 10,000 words	Education	<u>50LANGUAGES</u>	

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## **OTHER SKILLS**

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- ◆ Proficient of Word and Excel, Google Spreadsheet
- ◆ Basic skills about Photoshop and Indesign
- ◆ Know to edit subtitle and caption, Aegisub software, FormatFactory
- ◆ Wordpress
- ◆ SDL Trados Studio 2017
- ◆ MemoQ 2015