



# MAI, LE THI NGOC

## Professional Summary:

I previously worked as an HR and Accounting Specialist at a Limited Liability Company, where I gained hands-on experience in administrative, legal, and financial operations. Currently, I am a freelancer providing services such as translation, transcription, data annotation, prompt review, and text evaluation for generative AI. Additionally, I am detail-oriented and bring strong linguistic and analytical skills to every project. I am also passionate about innovative AI projects and have experience working independently while adhering to high-quality data annotation guidelines.

## Core Skills:

- Vietnamese & English translation (technical, legal, corporate)
- Audio/video transcription & captioning
- Proofreading & editing
- Cross-cultural communication
- Data Annotation
- Text Evaluation
- Prompt Review
- Generative AI
- Linguistic Analysis
- Following Annotation Guidelines

## Professional Experience:

### 2009–Present

Freelance Translator & Transcriber, Data Annotation, Text Evaluation, Prompt Review, and Generative AI for Various Clients, cum F&A-HR Senior Executive - Indochina Research:

- Translated various documents, including contracts, technical manuals, legal texts, and business correspondence.
- Transcribed audio and video recordings accurately for clients, ensuring proper formatting and timely delivery.
- Provided specialized translation support in multiple fields such as construction, textiles, research, and corporate documentation.
- Managed multiple projects simultaneously, maintaining high quality and confidentiality.
- Handled payroll, allowances, benefits, and social insurance documentation.
- Translated HR policies, staff contracts, and supporting documents as needed.
- Supported internal administrative and HR development tasks, including policy updates and strategic planning.
- Supported communication in English and Vietnamese for internal and external stakeholders.

### 2006–2009

HR & C&B Executive - Hai Au Concrete JSC:

- Translated employment contracts, official documents, and HR policies.
- Managed communication with foreign employees, including visa and work permit procedures.
- Conducted initial interviews and supported staff training sessions.
- Maintained accurate HR records and handled administrative translation tasks.

### 2000 – 2006

HR Assistant - Tran Hiep Thanh Co., Ltd.:

- Translated technical documents, contracts, and correspondence.
- Assisted in administrative tasks and document preparation for the Board of Directors.

## Languages:

- Vietnamese (Native)
- English (Fluent)
- Chinese (Beginner)
- Japanese (Beginner)

## CONTACT

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## EDUCATION

Bachelor of Art

The University of Social Sciences & Humanities

- Caring for the Customer - Pace
- Certificate of “Office Computer”
- Certificate of “HR Manager”
- Certificate for completing the course
- Introduction to AI for Information Consumption
- Easiest Side Gig 2023 - Passive Income from Transcription

## SKILLS

Proficient in MS Office Suite, Google

Workspace

Vietnamese Native Speaker - Fluency in

English

AI Writing Evaluator

Familiar with the translation Trados tools

Excellent attention to detail and

confidentiality

### General Rates:

- Translation: US\$0.08 per source word
- Editing/proofreading/Reviewing: US\$0.02
- Transcription: US\$25 - 40 per hour.