



# LẠI NGUYỄN TUYẾT NHƯ

## English Translator & Interpreter

- Work as a professional translator & interpreter for nearly 02 years.
- Aspire to be a senior translator & interpreter in various fields in the next 03 years.

## Education & Certificates

### ● Bachelor of English Linguistics

- HCM University of Education (2018-2022)
- GPA: 3.17/4.0

### ● Toeic Certificate

- Score: 945/990

### ● HSK3 Chinese Certificate

- Score: 280/300

### ● Basic Information Technology Certificate

- Ranking: Very Good

## Contact



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Binh Tan district, Ho Chi Minh city

## Experience



### Freelance Translator

10/2023 - Now

- Translate English-Vietnamese documents and vice versa concerning education, administration, game, video subtitles.



### English Translator (1-year project)

Nitori Trading VN Company Limited

08/2022 - 08/2023

- Nitori Trading Vietnam Company Limited is a Japanese leading furniture company with a professional, disciplined, healthy, and dynamic working environment.

#### Job duties:

- Translated 08-25 pages per day regarding the furniture-related and other documents from English to Vietnamese.
- Proofread and edited final translations to ensure optimal quality and adherence to company standards.
- Optimized accuracy and precision of translation work by thoroughly researching terminology.
- Did online market research on furniture products as required.
- Wrote weekly reports to track my work progress, point out merits and demerits, and propose compatible solutions to address the issues.

#### Achievements:

- Met the daily, weekly, and monthly KPIs ahead of agreed deadlines.
- Gained my leader's positive feedback on my work performance at the end of the project.
- Trained my work ethics in an excellent and comprehensive way.



### Part-time English Teacher & Tutor

Hoa Tri Tutoring Center

03/2021 - 05/2023

#### Job duties:

- Taught primary, secondary, and high school students reading and listening skills, grammar, spelling, pronunciation, and sentence structures.
- Delivered key academic concepts using various engaging teaching methods, improving the students' understanding.
- Recommended effective additional learning resources, boosting the students' confidence and abilities.

### Achievements:

- Became one of the outstanding and loved teachers.
- Cultivated and consolidated my teaching skills.
- Practiced patience, discipline, teaching methods, and ability to impart knowledge to students.



### Manager Assistant Intern

**GSA Metal Company Limited**

04/2022 - 08/2022

- GSA Metal Company Limited is one of the leading scrap collection service providers in the southern region of Vietnam.

### Job duties:

- Worked as a customer care staff to make about 50 phone calls per day.
- Uploaded 3-5 short posts on some prevalent social platforms to promote the business and marketing strategies.
- Collaborated with both native and non-native colleagues in discussing strategies, tasks, regulations, and others.
- Addressed customer issues calmly and professionally, delivering quick and successful resolutions.

### Achievements:

- Increased the Company's sales by 3-5% per month.
- Played an inevitable role as a bridge to connect coworkers and ensure smooth operations.



### English Translation Intern

**Map Education Consultancy Company**

12/2021 - 03/2022

- Map Education Consultancy Company is one of the Vietnamese leading prestigious study abroad consulting company with over 15 years of experience.

### Job duties:

- Converted a large number of administrative formalities in such fields as education, finance, and others with 1-2 PDF files per day.
- Wrote 1-3 basic SEO posts per week about overseas universities to upload on the Company's website.
- Provided seedings on the Company's social platforms.

### Achievements:

- Obtained the Company's excellent assessment sheet upon completing my internship duration.
- Acquired my supervisor's positive reviews regarding my performance.
- Improved my translation skills and ability to work under pressure with a fast and accurate pace.
- Accumulated countless valuable specialized knowledge and technical terms.

## Skills & Strengths

- Responsible and meticulous at work
- People-oriented, creative, versatile
- Lifelong learning
- Teamwork and solo work skills
- Communication skills
- Organization skills
- Creative writing skills
- Proofreading, linguistic checking, post-editing
- Competent at CAT tools
- Familiar with MS Office, Google Suite, Adobe Acrobat, Canva, ChatGPT, etc.

## Hobbies

- Love learning English and Chinese
- Love dancing, singing, and reading English-related topics
- Love journaling, storytelling, and recording
- Stay updated with current trends, social media, marketing, etc.

## Activities

- Joined in "Hoa phuong do"
- Joined in "Mua he xanh"
- Joined in some local charity works