



NHI VAN NGUYEN
EXPERT IN VIETNAMESE CULTURE AND LANGUAGE



PRESENTATION

I am a trilingual translator (English/French/Vietnamese). I had 4 years working with RHÔNE POULENC RORER, a French Joint Venture pharmaceutical Company (now Aventis Pharma, a multinational) as its Official Translator and language teaching (French and English) and 1 year with MAXROB, a French food processing company as Human Resource Director. I hold a BS in Public Administration (graduated from the National School of Administration of Saigon) and a BA in French from the Faculty of Letters of Saigon.

I currently work independently as Freelance Translator/Interpreter and Consultant to assist foreigners coming to VietNam for investment or tourism purposes.

SPECIALIZATION

Translation, proofreading & DTP:

- *Health care documents, pharmaceutical procedures and user manuals related to machines used in pharmaceutical production,*
- *Mechanic/ Engineering (user's manual, machine engineering),*
- *Law.Business (finance, marketing, contracts, registered trade marks...)*
- *Literature (short novels, movie scenarios, newspaper articles)*
- *Miscellaneous (birth, marriage certificates, diplomas...)*

LANGUAGES

Native languages: Vietnamese and French. Fluent in English (written and spoken)

- *English - French and vice versa*
- *English - Vietnamese and vice-versa*
- *French - Vietnamese and vice-versa*

EDUCATION

- 1956 – 1960 National Institute of Administration (NIA) Saigon, VietNam*
1959 – 1964 Faculty of Letters, University of Saigon Saigon, VietNam
- *BS in Public Administration*
 - *BA in French*

COMPUTER LITERACY

MS Office software's: Word, Excel, Access, Power Point;
Adobe software's: Acrobat, Photoshop, PageMaker, InDesign,...; QuarkXpress...
DSL Internet connection
Windows XP
Wordfast

PROFESSIONAL EXPERIENCE

10 years experience in translation:

- 1997 – 2001 While working as Official Translator for RHÔNE POULENC RORER, I was responsible for the overall translation and review of a documentary system comprising about 1500 trilingual procedures.*
- 2001 – 2002 As Human Resource Director for MAXROB, I was responsible, besides the management of personnel, for the overall translation of administrative, financial and legal documents of the Company.*
- 2002 – present Freelance Translator:*
- *Translation EN>VN (personal letters) for FCI Corporation, USA*
 - *Translation EN>VN for Melchior, Torino, ITALY (Evidence of Coverage offered*

by Santa Clara Family Health Plan) and other health care doc., total more than 60,000 words *

- Translation EN>VN for Universal Dialog, USA (Louisiana FEMA's Proposed Action Plan 16,000 w)
- Website translation EN>VN for Elanex, AUSTRALIA, (Aconex, 30,000w)
- Translation EN>VN for Lingostar, CANADA, about Crystal methamphetamine + health care doc. (30.000w)
- Translation and Proofreading EN>VN for WorLink Technologies, USA (Rabanco, City of Bellevue Project, around 7,500 words)
- Translation and DTP EN>VN for Languages Unlimited, USA, for Louisiana's FEMA, 27,634w
- Translation EN>FR for Languages Unlimited, USA, 9,336w
- Translation, Localization and DTP EN>FR for Ability Top Translations, RUSSIA (User's Manual for American Dryer Corporation, 40,000 w; Conditioning Cylinder 69,191w) *.
- Translation, Proofreading and DTP EN>FR for Translation Services, USA (Die Hard Battery Pack, Sears, USA 37,000 w; Turbine pumps, Sulzer Pumps Houston 16,000w)
- Translation EN>VN/FR for Russin & Vecchi Law Firm, VietNam (Project on Registration of Marks, around 10,000 w)
- Translation and editing EN>FR for Medical Translators, USA (Project on Baracludine, around 7,000 w)
- Transcription and Translation FR>VN for A4 Traduction, France (4,500 w)

* *Certified*

RATE

- *Translating:* \$US 0, 06 – 0, 08 per source word. This can vary depending on factors such as long or short term project, nature of text, deadline and availability.
- *Proofreading:* half the above rate.
- *Localisation:* to be negotiated

CONTACT

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