

# Hieu Nguyen

Burien, WA

[hieunguyen4614@gmail.com](mailto:hieunguyen4614@gmail.com)

+1 206 823 6570

Authorized to work in the US for any employer

## Work Experience

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### **Translator/Interpreter**

Rainier Scholars - Seattle, WA

October 2018 to Present

As an interpreter, I have performed various translation and interpretation duties from English into Vietnamese, including written texts, localization, audio files, and live speaking presentations. I also translated text projects, documents, website content, reports, and provided interpretation and transcription services as needed by my clients. After 3 years of experience working as a translator, I have advanced my knowledge in verbal and written communication skills and be able to multitask and work under little supervision to get the work done. Moreover, I have improved my time management and be able to work under pressure to meet the deadline.

### **Sever/Bartender**

Crawfish House Restaurant - Seattle, WA

April 2017 to Present

As a server with 4 years of experience, I have improved my ability to work positively in a fast-paced environment and to stand/walk, stay focused, and be alert for an extended period of time. In addition, I have learnt how to work effectively with team and have a desire to help out where needed and work as part of a team. I have advanced my knowledge in keeping thing moving and be able to effectively communicate within a team.

## Education

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### **Some college in Computer Science**

South Seattle College - Seattle, WA

September 2016 to March 2020

### **High school diploma or GED**

## Skills

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- Computer skills
- Calculus
- Math
- Detailing
- Microsoft Office

- Microsoft Word
- Microsoft Excel
- Microsoft Outlook
- Organizational skills
- Vietnamese
- Interpretation
- Translation
- Transcription
- Computer Science
- Bilingual
- Analysis skills
- Microsoft Access

## Assessments

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### **Data entry: Attention to detail — Proficient**

August 2021

Maintaining data integrity by detecting errors

Full results: [Proficient](#)

### **Basic attention to detail — Highly Proficient**

August 2021

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Highly Proficient](#)

### **Spreadsheets with Microsoft Excel — Proficient**

August 2021

Knowledge of various Microsoft Excel features, functions, and formulas

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.