



VŨ THỊ NGỌC QUỲNH

INTERPRETER/TRANSLATOR

CONTACT INFORMATION

Gender: Female

Nationality: Vietnamese

D.O.B: 28/09/ [REDACTED]

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CERTIFICATIONS

TOEIC - 845/990 (Jun 2018)

ACADEMIC BACKGROUND:

HANOI OPEN UNIVERSITY (AUG 2016 - JUNE 2018)

Faculty of Economics

- Major: Business Administration
- Degree Classification: Good

HANOI OPEN UNIVERSITY (SEPT 2013 - JUNE 2017)

Faculty of English

- Major: Translation - Interpretation
- Degree Classification: Good

WORK EXPERIENCE:

WSOFTPRO CORPORATION (APR 2019 - NOW)

Project Manager & Tester

Main responsibilities:

- Track project timelines, deliverables, and budgets
- Deal with project risks and proactively resolve issues
- Understand all aspects of eCommerce Specialist

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[REDACTED] 018 - MAR 2019)

Sales Online / English Interpreter & Translator

Main responsibilities:

- Communicating, following-up with foreign customers who are looking for Vietnamese suppliers to cooperate with

- Cold calling the new and existing businesses to gain new customers and increase my customer base
- Sourcing and developing the relationships with new small to large size business clients
- Creating sales opportunities in existing and new accounts, obtained orders from customers
- Listening to the clients, understanding their needs and determining how we can help them achieve their goals
- Communicating new and proposed product features to company executives
- Using business strategies to ensure it meets company revenue and profit objectives through prospecting
- Greeting, welcoming and spending time discussing with clients who visit the head office

AMSLINK ENGLISH CENTRE (DEC 2017 - JUN 2018)

English Book Editor

Main responsibilities:

- Produce clear, concise, accurate, and well-organized content that reflects the tone and level of authority appropriate to the content
- Collaborate with editors and page designers to create a polished, attractive product
- Correct grammatical, punctuation, and spelling errors in the draft using classic proofreader marks
- Ensure that articles are written in accordance with the style guide. Work closely with writers, suggesting changes to enhance articles' readability, conciseness, and style

MCBOOKS COMPANY (APR 2017 - JUN 2017)

Intern - English Book Editor

Main responsibilities:

- Edit articles for spelling, punctuation, grammar, usage, in-house and associated press style facts, clarity, conciseness, accuracy, and consistency
- Compile lists of common usage and style errors to reduce the number of mistakes and improve consistency in style and use of the style guide

24 HOURS ENGLISH CENTRE (JUN 2015 - SEP 2015)

Teaching Assistant

Main responsibilities:

- Distributing teaching materials such as textbooks, workbooks, papers, and pencils to students
- Assisting in assignment work, student study help, preparing the exams, conducting and grading the assignments, quizzes, and exams
- Organizing student performances and enrichment activities to facilitate their learning

ARGENTO COFFEE SHOP (DEC 2013 - OCT 2014)

Part-time Staff (Cashier/Barista/Waitress)

Main responsibilities:

- Greeted customers as they arrive and inquire into their orders
- Made and served many cafe beverages per day with speed, quality, and consistency
- Complied with standards for merchandising, stocking and storing product
- Maintained and operated espresso machines, blenders, commercial coffee brewers, coffee pots and other equipment
- Worked multiple positions throughout the store, including acting as a cashier
- Performed general maintenance duties, including mopping floors, washing dishes, wiping counter tops and emptying grease traps

POREVOL COFFEE SHOP (JUN 2013 - OCT 2013)

Part-time Staff (Cashier/Barista/Waitress)

Main responsibilities:

- Responsibilities included: opening the store five days a week, including setting up the retail, lobby, bake case, and espresso stations, as well as brewing coffee and tea for the upcoming day
- Memorized recipes for specialty coffee beverages and seasonal offerings
- Made and served cafe beverages daily with speed, quality, and consistency