

Anh Lai Ngoc Tram



AREAS OF EXPERTISE

- Time management
- Hard working, patient, determined, detailed
- Eager to learn new things and effectively self-study
- Independent and have responsibility to work
- Team-working
- Good communication skills, sociable
- Good skills in using Microsoft Office (Word, Excel), e-mail, Internet

WORK EXPERIENCE

Translator

GREEN SUN VIETNAM CORPORATION | JUNE 2019 TO PRESENT

- Provide a translation for projects from Japanese/English to Vietnamese and vice versa, using many translation tools (Trados, MemoQ, Memsource), in many fields (travel, manual, training video subtitle, etc.).
- Support team for tasks such as alignment, reviewing translated memory, localization, etc.
- Participate in many activities of the company to help engage and grow.
- Frequently in top 3 of Fastest Typing Prize in the company.

System cum Interpretation Staff

VISION VIETNAM LLC | AUG 2018 - JUN 2019

- Process data of system cum translating.
- Support team members and clients in contacting and following up daily tasks.
- Contact between Team and supervisor to get requirements and solve the problem.

Sales assistant

TORAY INTERNATIONAL, INC REPRESENTATIVE OFFICE IN HCMC | OCT 2014 - JUN 2016

- Sort incoming mail, and manage all outgoing mail and packages.
- Support Sales manager in following up orders, issuing sales contracts, handling shipment documents, and daily tasks.
- Main point contact between suppliers and customers to get requirements and solve the problem.
- Help Sales department to double the sales.

PROFILE

Highly motivated, multi-lingual with positive attitude staff with experience in translating and supporting sales division, who can adapt well to new environment and manage multiple tasks while supporting daily office operations.

CONTACT INFO

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ACADEMIC HISTORY

Bachelor of Sai Gon University
Ho Chi Minh City, Vietnam

BANKING AND FINANCE
2010-2014

LANGUAGE

TOEIC Certificate 850 (8/2014)

JLP level N2 Certificate (7/2014)

Chinese (basic)