

LƯƠNG THỊ LAN ANH

810lananh@gmail.com

Date of birth: October 8, 1992

Contact: 01687 060 315

Address: No 20, Lane 4, Chinh Kinh Street, Hanoi

From: Bac Giang



PERSONAL SKILLS

- Working independently as well as part of the team
- Flexibility and good communication
- Microsoft office Word, Excel and PowerPoint

PROESIONAL QUALIFICATIONS

- English B.A.
- TESOL (Teaching English to Students of Other Languages)
organized at Hanoi University

CAREER & EDUCATION HISTORY

2015 July- Now: Staff- Unet Institute of Education and Training Studies
Unet education Training and Science Joint Stock Company

Duties:

- Liaise with Singapore partners in collaborating projects
- Assist in writing Strategic Collaboration Agreement and Investment Collaboration Contract
- Translate Contracts and relevant documents (Business models, Business plans, etc.,)
- Interpret in meetings with Singapore partners

2015 January – June: Freelancer

Interpreter and Translator - Project “Musical fountain- liquid firework in Tam Bac, Hai Phong” – “Công trình Hệ thống trình diễn nhạc nước kết hợp âm thanh, ánh sáng kỹ xảo nghệ thuật tại khu vực lòng hồ Tam Bạc- Giai đoạn I”

Employer: Son Lam Tourism Limited Company

Duties:

- Translate relevant documents
- Interpret in meetings and on working site.
- Liaise with partners via email

Key skills gained:

- Interpreting and translating skills
- Verbal and written communication skills
- Working under high pressure and in hard working environment.

2014 July- December

**Personal assistant of Sales manager – Gionee Communication Equipment Co., Ltd.
– Hanoi – Vietnam**

Duties:

- Translate Vietnamese email and document to English and vice versa.
- Offer meeting and discussion interpreting.
- Liaise with customers and suppliers
- Collect and filter applications

Key skills gained:

- Translation and interpreting skills
- Multi-tasking skills
- Management skills
- Abilities to prioritize tasks and delegate when necessary
- Verbal and written communication skills
- Problems solving skills
-

Freelance translator

- Translate documents about food, engineering, politics, etc.
Please follow this link to my translated document
<http://nghiencuuquoc.net/tag/luong-thi-lan-anh/>

Key skills gained:

- Translation skill and written communication skills.

EDUCATION

- **Hanoi University**

Major: English

Graduate: 2014

Grade: Good

- **TESOL – Teaching English to Students of Other Languages**

Main focus: Effective teaching strategies for English Language learners

Complete: 2014