



Nguyen Thi Kim Oanh

Project Assistant

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EDUCATION

Oct 2013 - Jun 2017 **Hanoi University**
Major: English
English Translation & Interpretation

WORK EXPERIENCE

Apr 2019 - Present **Bamboo Airways Joint Stock Company**
Interpreter & Administrative Executive
Main responsibilities:
- Translate and interpret
- Make weekly reports
- Be in charge of administrative tasks

Nov 2017 - Aug 2019 **Pitech Audio Vina Company Limited**
Interpreter cum Assistant to CEO
Main responsibilities:
- Translate and interpret English - Vietnamese
- Assist to CEO in company operation

Mar 2015 - October 2018 **Hanoi Connection Center, English Town, ...**
Part time English Teacher & Freelance Interpreter
Being a part-time English teacher at Hanoi Connection Center, English Town.
29/03/2017 to 31/03/ 2017 Interpreter for Haberle LaborTechnick Company (a German company) in the 5th International Trade Fair for Laboratory Technology, Analysis, Biotechnology and Diagnostics
02/12/2016 Interpreter in B2B meetings for IMPACT Exhibition Management Co., Ltd in the TCEB's event held in Hanoi
25/11/2016 Interpreter for Mr. Franklin U. Uda - CEO of MOONSHINE SHIPPING LINE & CO., LTD, Nigeria in the business trip working with ANH DUONG LACQUER HANDICRAFT COMPANY LIMITED, Vietnam
14/11 to 15/11/ 2016 Interpreter for Dongin Media Co., Ltd
01/11 to 04/11/2016 Being an outsource interpreter for New Model Department, Honda Vietnam Company working with Boon Siew Honda, Malaysia

ACTIVITIES

Jun 2015 - Oct 2016

Volleyball Federation of Vietnam

Volunteer

Interpreter for IRAN team in The 2015 ASIAN Women's Club Volleyball Championship, Interpreter for IRAN ambassador in Vietnam at the meeting with Vietnam organizing committee

CERTIFICATIONS

2013

C1 in English certified by Hanoi University

2018

TESOL Certificate certified by Australian International TESOL (AIT)

SKILLS

Language

English

Teaching

TESOL Certified by AIT

Computer

Word, Excel, Powerpoint

Other skills

Time Management, Problem solving, Teamwork

INTERESTS

I like music, books, travelling

REFERENCES

Mr. Peter Budd

Former Advisor of Safety, Security & Quality Assurance Division, Bamboo Airways.

Email: peterb@bambooairways.com

Mr. Ngo The Dung

Senior Executive of Safety, Security & Quality Assurance Division

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