

Asu Giang

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SUMMARY

A highly proficient H'mong native speaker, fluent in both English and Vietnamese, with extensive experience in translation, interpreting, and voice-over recording. Currently working full-time as a medical and legal interpreter, holding a 40-hour medical interpreter training certificate and a 40-hour legal interpreter training certificate. Also an experienced translation project coordinator managing multilingual projects. In my role as a translation project coordinator, I have successfully led and managed several translator teams, overseeing large-scale projects in languages such as H'mong, Vietnamese, Iu Mien, Khmer, Lao, and Jarai. My experience has enhanced my organizational, leadership, and linguistic expertise, allowing me to effectively execute diverse translation assignments.

EDUCATION

Hanoi Open University

Hanoi, Sept, 2018
- August 2023

Bachelor's Degree of Business Administration

Yen Bai Teacher's Training College

Yen Bai, Sept, 2012
- June, 2014

Bachelor's Degree of English Teaching Certification

WORK EXPERIENCE

Multilingual Technologies, Language USA, Countoflanguages, EAST Localize, United Language Group, Proz, Into Languages Global, One World Global Service, Future Group, Go Transparent, East African Language Solution ...etc.

Work from Home
Online.

Freelance Translator / Interpreter/ recorder, Project coordinator

May, 2020
- Present

Full-time medical and legal interpreter, providing interpretation services for hospitals, legal proceedings, and other professional settings in On-Demand Video Interpreting, On-Demand Telephonic, Scheduled Video Interpreting, and Scheduled Telephonic. Proofread and edited each completed section, also record voice in Hmong.

Provide video subtitles and transcripts of SRT file in timecodes in Hmong and English, Vietnamese, record voice-over.

Ethnic Travel

Hoan Kiem – Hanoi.

Tour guide

Utilizing my language proficiency and amiable demeanor, I adeptly lead diverse tour groups comprised of international visitors. I derive satisfaction from imparting my knowledge of Vietnamese and ethnic minorities' culture.

Feb, 2018 -
April, 2020

As a tour guide, my responsibilities encompass organizing transportation, accommodations, meals, and sightseeing excursions. I actively assist clients in

overcoming challenges, serving as a liaison with relevant agencies. Additionally, I consistently draw attention to cultural and historical points of interest.

Asian Trust Translation

Ho Chi Minh

Translation Coordinator

May, 2017

I led the project to translate the Christian Bible from English into both Hmong languages. I coordinated a team of 12 translators, assigning specific sections of text to each team member. Subsequently, I meticulously proofread and edited every completed section, ensuring grammatical accuracy.

– Jan, 2018

Ha Noi Hostel

Hoan Kiem, Ha Noi,

Receptionist

Nov, 2016

I was responsible for checking guests in and out of the hotel, allocating their rooms and compiling their bills.

- May, 2017

I provided information on city attractions and suggested suitable tours and visits.

I dealt with a wide variety of enquiries and resolved any issues.

Sa Pa O'Chau

Sa Pa, Lao Cai,

Coordinator for western teaching volunteers

Mar, 2016

I liaised with potential English teacher volunteers through the Workaway website, providing information on available placements and assessing suitability.

– Oct, 2016

After agreement, I coordinated placements with the relevant school or college and arranged accommodation for the volunteers.

I met the volunteers on arrival, introduced them to their new lifestyle in the village community.

I formulated appropriate teaching schedules.

Public Secondary School

Mu Cang Chai -Yen

English Teacher

Bai,

Oct, 2015

I have experience in teaching written and spoken English language and communication skills to secondary school students, 12 to 15 years old.

– Feb, 2016.

I have taught and translated for students in English, Vietnamese and Hmong languages.

Using MS PowerPoint I have prepared presentations to illustrate grammar and vocabulary, and used written and audio aids to facilitate learning.

I have organized relevant games and activities to review student knowledge.

Green Sa Pa Travel

Bac Ha, Lao Cai,

Tour guide

Aug, 2014 – Sept,

I used my language skills in English, Vietnamese and Hmong to conduct and assist Western tourists in remote rural areas.

2015

I effectively interpreted ethnic minority cultures and customs, enabling my clients to understand the varied scenes and activities in the Vietnamese environment.

Skills:

- Microsoft Office (Word, PowerPoint, Excel, Teams....)
- Experienced user of Trados, Memoq, Cafetrans, Audition, Photoshop, Studio one 5, Aegisub,
- Fluent in English, Vietnamese and Hmong
- Work as an interpreter for Consecutive and simultaneous
- Medical and legal interpreting certificate 40 hours training.
- Project coordinator, translation training to other translators.