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|  | **Vũ Văn Thành** |
| *ENGLISH TRANSLATOR CUM DIRECTOR ASSISTANT****Cell-phone: 0969.256.189 / 0909.257.189******Email:*** ***vuvanthanh109@gmail.com******DOB: September 01st, 1983******Current add: No. 32C, Road 51, Ward 14, Gò Vấp District, HCMC.*** |
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| Career Summary: |  | **Eligibility& suitability:** **Cell-phone: 0969.256.189 / 0909.257.189****Email: vuvanthanh109@gmail.com*** Cross-functional experiences: translating, interpreting, project management & marketing in multi & internationally cultural environments.
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| Key Strengths: |  | **Professional skills:** * Computer skills (word-processing, excel, PPT and Internet searching…);
* Soft Skills: leadership & management skills*,* conflict management skills*,* time management skills*,* interpersonal, verbal, and written communication skills…
* Influent in Vietnamese (mother tongue), and English (with verbal & written skills).

**Other:** * Business plan, marketing plan certified, Project Management, Leadership & Management skills, Processing & Soft skills effective of presentation...
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| *Professional Experience:* |  | **WORKING EXPERIENCES:***05/2014 – 05/2015:***EVN Subsidiary -** **Ministry of Defense** *(Construction Company)*Interpreter - Project Assistant cum Assistant to G. Director*01/2011 – 04/2014:* **Petro-Vietnam Construction Cooperation** *(Construction Company)*Interpreter - Assistant to G. Director*05/2008 – 12/2010:* **Ha Do Group - Ministry of Defense** *(Construction Company)*Assistant to Director*02/2006 – 04/2008:* **World Vision Organization in Vietnam**Leadership Project Development Officer1. **EVN Subsidiary - Ministry of Defense** *(05/2014-05/2015)*

**Interpreter - Project Assistant cum Assistant to G. Director** - *Construction Company** Translated documents / contracts, interpreted at meetings / discussions / workshops;
* Coordinated and implemented customer care programs, PR programs, marketing, customer development programs, and maintained the customer database;
* Coordinated with all the departments, including schedules, appointments, signatures and daily report checking as well as customer research;
* Dealt with Project documents, job coordination with all levels;
* Ensured proper pricing and contracts are completed and approved according to company's policies and guidelines.
* Managed and coordinated all the departments in the company under the assigned policies / procedures.
1. **Petro-Vietnam Construction Cooperation** *(01/2011 – 04/2014)*

**Interpreter - Assistant to G. Director** - *Construction Company (Foreign Investment Fund Management Board)** Translated documents / contracts, interpreted at meetings / discussions / workshops;
* Translated bidding documents: with ACB, WB...documents;
* Maintained and enhanced the relationships with counterparts; Carried out market research, competitor analysis, and put findings in briefing papers and presentations;
* Deputized for the Director to take decisions within scope and delegate if absent;
* Was responsible for accounts and budgets: Ensured proper pricing and contracts are completed and approved according to company's policies and guidelines;
* Managed and coordinated all the departments in the company under the assigned policies / procedures.
1. **Ha Do Group, Ministry of Defense** *(05/2008 – 12/2010)*

**Assistant to Director** - *Construction Company.** Translated documents / contracts, interpreted at meetings / discussions / workshops;
* Coordinated and implemented customer care programs, PR programs, marketing, customer development programs, and maintained the customer database;
* Coordinated with all the departments, including schedules, appointments, signatures and daily report checking as well as customer research;
* Ensured proper pricing and contracts are completed and approved according to company's policies and guidelines.
1. **World Vision Organization in Vietnam** *(02/2006 – 04/2008)*

**Leadership Project Development Officer** - *Non-Governmental Organization.** Translated documents / contracts, interpreted at meetings / discussions / workshops;
* Assisted the Area Development Program Director in overseeing staff and 30 other partners in designing and implementing capacity-building plans and activities and media plans;
* Prepared and monitored budget by gathering and organizing financial information; scheduling expenditures; analyst variances; and implementing corrective actions;
* Maintained building services by identifying, selecting, and monitoring vendors;
* Work across functional business units to support organizational initiatives and business needs;
* Participated in educational opportunities; in reading professional publications; in maintaining personal networks; and in participating in professional organizations;
* Enhanced department reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add values to job accomplishments;
* Learned and applied lessons learned and best practices from Capacity-Building projects.
* Contributed to the development of corporate policies, procedures and programs and other regional initiatives when consulted / involved by the various regional and directly sub-regional heads;
* Conducted some trainings based on the approved action plans & budgets./.
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| *Educational qualifications:* |  | **Hanoi National University** **B.A in English**  |
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