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|  | **Vũ Văn Thành** | |
| *ENGLISH TRANSLATOR CUM DIRECTOR ASSISTANT*  ***Cell-phone: 0969.256.189 / 0909.257.189***  ***Email:*** [***vuvanthanh109@gmail.com***](mailto: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 Officer   1. **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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