

CELINE NGUYEN

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English ↔ Vietnamese Translator | Interpreter | Localization Quality Assurance Specialist

PROFESSIONAL SUMMARY

Detail-oriented Quality Assurance Specialist with 2 years of experience in Linguistic Quality Assurance (LQA), Translation Quality Assurance, English–Vietnamese translation, and interpreting. Experienced in reviewing bilingual content for linguistic accuracy, terminology consistency, grammar, style, formatting, and localization quality.

Strong background in evaluating translation quality, providing constructive feedback, and ensuring compliance with client-specific linguistic guidelines. Proficient in CAT tools including memoQ and MateCat, with excellent communication and analytical skills.

CORE COMPETENCIES

- Linguistic Quality Assurance (LQA)
- Translation Quality Review
- English ↔ Vietnamese Translation
- Consecutive Interpreting
- Terminology Management
- Style Guide Compliance
- MTPE Review
- Proofreading & Editing
- QA Error Classification
- Localization QA
- Microsoft Office
- memoQ
- MateCat

PROFESSIONAL EXPERIENCE

Freelance Linguistic Quality Assurance Specialist (2022–Present)

- Performed linguistic QA for English–Vietnamese translation projects.
- Reviewed translations for accuracy, fluency, terminology, grammar, punctuation and formatting.
- Evaluated translation quality and provided detailed feedback.

- Collaborated with project managers and translators.

English–Vietnamese Translator & Interpreter (2022–Present)

- Translated business, hospitality, administrative, marketing and e-learning content.
- Performed MTPE and terminology research.
- Provided consecutive interpreting for meetings and client discussions.

Executive Assistant / Project Coordinator
(Coca-Cola | Sanofi | Zuellig Pharma)

- Reviewed bilingual business documents.
- Coordinated multilingual communication.
- Ensured document quality and consistency.

TRANSLATION EXPERIENCE

Language pairs: English → Vietnamese, Vietnamese → English

Domains: Business, Corporate, Hospitality, HR, Medical (General), Marketing, E-learning, Customer Support.

CAT TOOLS

memoQ
MateCat
Subtitle Edit
Audacity

LANGUAGES

Vietnamese: Native

English: Professional Working Proficiency (B2/C1)

KEY STRENGTHS

Attention to detail
Analytical thinking
Quality-focused mindset
Time management
Team player