# Tinh Bui Thi

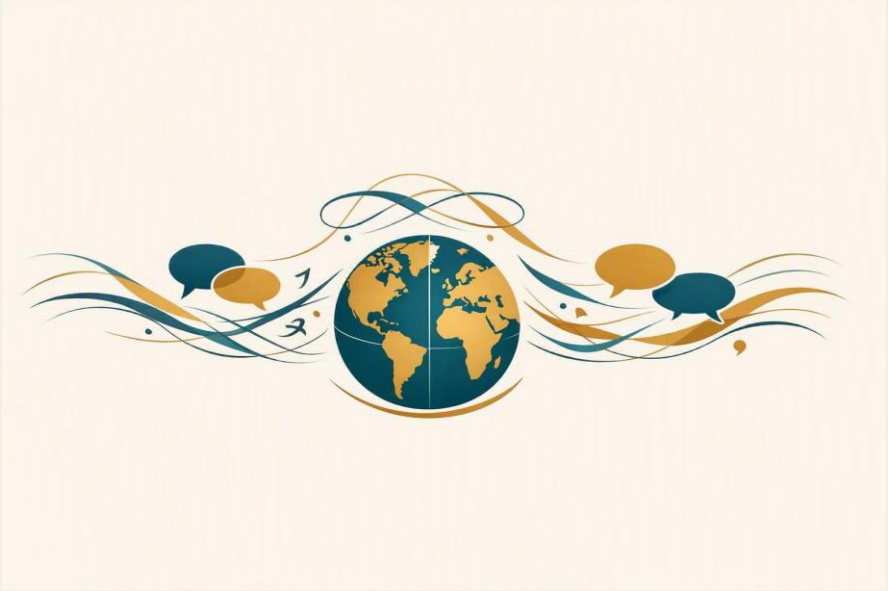
**English ⇄ Vietnamese | Freelance Translator**

Certified linguist with +20 years of specialized translation across healthcare, finance, marketing, business, and education.

20+ YEARS

EN ⇄ VI

CAT-TOOL READY



buitinh053@gmail.com • (+84) 989 701 800 • Ho Chi Minh City, Vietnam • 08:00–18:00 ICT

# Professional Snapshot



A Vietnamese-native translator and communications professional with 19 years of experience delivering precise, culturally-adapted translations to leading local and international clients.

I work in both directions — English into Vietnamese and Vietnamese into English — combining formal training in translation with a second degree in corporate finance and hands-on management experience.

Today I am a full-time manager at Baker Tilly A&C, in charge of managing a translation team and all translaltion-related projects, and assigned with managing Baker Tilly A&C's website and fanpage, while serving trusted freelance clients across Vietnam and international market.

**20**
years translating
EN ⇄ VI

**15**
years in medical
& clinical texts

**17**
years in marketing
& communications

**2**
university degrees
+ 2 certifications

# Areas of Specialization

STRENGTHS

| | | |
|---|---|---|
| **Healthcare & Life Sciences** | Informed consents, clinical trial protocols, patient materials, medical records – frequent basis | 15 yrs |
| **Marketing & Communications** | Brand campaigns, websites, press & news releases, training decks – frequent basis | 17 yrs |
| **Business & Finance** | Business reports, corporate documents, insurance, tax & consulting – frequent basis | 20 yrs |
| **Auditing & Accounting** | Audit report, financial statements, finance-review reports, accounting policies – frequent basis | 20 yrs |
| **Education** | Curricula, training programs, patient-education & awareness materials – occasional basis | 12 yrs |

# Proof of Strength

EVIDENCE

| Domain | Representative Projects | Notable Clients |
|---|---|---|
| **Healthcare & Clinical** | Informed consent forms & Phase 2/3 oncology trial protocols; drug administration & patient-safety instructions | University of California, AstraZeneca, Bristol-Myers Squibb, Denovo |
| **Marketing & Comms** | Bellamy's Organic training deck; PR & news releases; hospital feature stories | PRO Vietnam PR, Gia An 115, Bellamy's, Vietcombank, Vinamilk, MB Bank, FV Hospital |
| **Business & Finance** | Interal accounting procedures and policies, finance-review reports, internal control report, translated on a regular basis | Shinhan Bank Vietnam, HSBC, Standard Charter Bank, PepsiFood, AIA Vietnam, Schneider Electric |
| **Auditing & Accounting** | Audit reports, financial statements, annual reports and other audit-related documents | Baker Tilly A&C (in-house) with thousands of clients per year |
| **Education** | Caregiver training programs, patient-education leaflets & awareness surveys | Healthcare & academic clients |

# Rates & Services

ENGAGEMENT

**$0.05+**

**PER SOURCE WORD**

Translation
(rate scales with complexity)

**$40**

**PER HOUR**

Revision &
Proofreading

**$15**

**MINIMUM CHARGE**

Small-job
Minimum

## SERVICES OFFERED

### Translation

EN ⇄ VI, both directions

### Editing / Proofreading

~20 years, daily practice

### MT Post-Editing

Available on request

### Formatting & DTP

PDF → Word, highly proficient

# Tools, Quality & Workflow

ASSURANCE



## Tools & Technology

MemoQ-ready with an ELM license; continually building personal glossaries and translation memories for consistency.

## Quality Assurance

Bilingual self-review plus nearly 20 years of daily editing and proofreading to guarantee accurate, polished final copy.

## Confidentiality & Certification

Company-certified and stamped translations; comfortable handling sensitive clinical, legal and financial material under NDA.

## Continuous Development

One hour daily on the latest terminology and industry trends to keep expertise current across every domain.

# Credentials & Education

BACKGROUND

**2000–2004**

## B.A., Translation & Interpretation

University of Languages & International Studies (ULIS) — Vietnam National University, Hanoi. Graduated with honors; awarded academic-excellence scholarships.

**2006–2009**

## B.A., Corporate Finance

University of Economics Ho Chi Minh City (UEH). A second degree underpinning finance, audit and accounting expertise.

**2018**

## Chief Human Resource Officer Certificate

PACE Management Institute — completed and certified.

**2012**

## People Management Certificate

PACE Management Institute — completed and certified.

**Native language:** Vietnamese (Vietnam) • Certified translator in Vietnam — translations certified & stamped by employing firm

# Let’s work together.

Available for English ⇄ Vietnamese projects in healthcare, marketing, finance, auditing and education — delivered accurately and on time.

*(All proofs are provided upon request.)*


| | |
|---|---|
| EMAIL | **buitinh053@gmail.com** |
| PHONE | **(+84) 989 701 800** |
| LOCATION | **Ho Chi Minh City, Vietnam** |
| HOURS | **08:00–18:00 ICT** |