



Tran Mai Anh

PERSONAL INFORMATION

- DOB: 31 July, 1992
- Ba Dinh District, Hanoi, Vietnam
- +84 91 1357 163 maianhtran317@gmail.com

EDUCATION

Foreign Trade University, BA (Class of 2014)
Business English, GPA 7.47/10

TRAINING

2021-2022 X3-X5 courses by BKE

SKILLS

Voice Over

English

German

ENGLISH EXPERIENCE

- 2022 Loving English Class** - Instructor & Learner (utilized Notion for recording class progress)
- 5-8/2016 Clever Learn** - Teaching Assistant
- 2012-2014 Better Life Vietnam** - Volunteer/BLV English club leader
- 10-11/2015** Field trip notes, Translation, MSI Vietnam
- 8/2014-4/2015** 11 e-learning courses, Translation and voiceover, Ford Academy
- 6/2012-3/2013** Children and sponsors' letters, translation, World Vision Vietnam
- 2012-2019** Different documents, including contracts, slides, and subtitles, Translation
- 3/2014** Scienpo's factory visits, Interpretation
- 10/2012** ADI company at an automation fair, Interpretation

REFERENCE

Upon request

WORK EXPERIENCE

4/2026-Present Freelance Linguist

1/2025-4/2026 Fermented Hanoi - Customer Service

- Handled customers' questions, orders, and feedback to enhance the customer experience.

10/2021-11/2022 Tothost - Growth Specialist

- Rotated across sales, PR, marketing, office operation teams to provide cross-functional support.

7/2019-10/2021 SolvIT Solutions Vietnam - Manager, Office and Corporate Services

- Managed back office and supported CEO's activities and participated in meetings with potential clients.

11/2017-06/2019 Representative office of Saltlux in Vietnam - Resource Coordinator

- Selected and contacted translators and vendors to build a resource pool for language pair needs
- Prepared and administered evaluation tests for translators and vendors.

11/2015-10/2016 VITV Channel - Editor

- Prepared scripts, news recordings, etc.

12/2010-07/2011 Vine Group - HR Casual Staff

- Prepared staff attendance report, updated staff's profiles, guided new staff to complete all procedures.

PROJECTS

10/2016-11/2017 (in the field of climate change and health) Strengthening Resilience to Climate Change in the Health Sector in the GMS Region (RETA-8898) - Project Assistant

- Provided liaison among stakeholders.
- Translated documents and assisted international specialists with interpretation.
- Fulfilled administrative duties.

1/2012-1/2014 (in the field of labor) Project for Promoting Sustainable Development in garment and footwear sectors (FLA 3.0 Vietnam) - Assessment Assistant

- Assisted in preparing training materials and facilitated training workshops.
- Assisted with administrative work.
- Participated in factory visits to collect data.