
CURRICULUM VITAE

NAME LE VU PHONG

ADDRESS 16/53 Nguyen Thien Thuat St,
District 3, HCMC, Vietnam.

TELEPHONE +84 (8) 0918 158 364

EMAIL pyramiddeepocean@yahoo.co.uk
phong@indoeng.com

YM phongicehcmc@yahoo.co.uk
Skype phong_indochineengineering

DATE OF BIRTH 22/09/1968

NATIONALITY Vietnamese



TERTIARY EDUCATION from 1986 to 1991
Bachelor of Engineering
Polytechnic University of Ho Chi Minh city, Vietnam

from 1993 to 1999
Bachelor of Law
National Law University, Vietnam

PROFESSIONAL REGISTRATION Registered Engineer in Vietnam for
Mechanical and Electrical Engineering Services.

OTHER TRAINING Boiler operation

ISO 9002: 1994

ISO 9001: 2000

Project Management

Building Law

Construction Supervision

MY PROFILE PAGE: <http://www.proz.com/profile/563927>

Specialization / Background

I am a Lawyer and a Technical Engineer.

I have 10 years in operation and maintenance to read and translate all technical documents, brochure, operation and maintenance manual, engineering tender docs, product data, lub oil and grease, and LPG production, etc from English to Vietnamese and vice versa.

For recent 6 years, I have worked as a M&E Project Manager for a M&E Consultant where I translated all drawings and Specifications for projects, contract docs, claims, run the Jobsite as a leader of the designer and the M&E installation supervisor of the owner.

Besides, I am also a lawyer so I have a significant general knowledge and I do freelanced translation included marketing research, seminar, technical docs, business docs, education, etc.

My team members are graduated from the English faculty of the General University, or various trades and always available to assist me for your translation.

M&E translation services included but not limited to:

- Air conditioning
- Mechanical ventilation systems
- Toilet and kitchen exhaust systems.
- Smoke control systems.
- Storm water drainage systems
- Waste water drainage and sewage treatment
- Domestic water storage
- Domestic water treatment
- Domestic water reticulation
- Hot water generation
- Gas systems (LPG or industrial gas)
- Fire hydrant system
- Fire hose reel system
- Fire extinguishers
- Sprinklers
- Electrical main supply
- HV switchgear & transformer
- LV switchgear
- Generator standby supply & ATS
- Electrical reticulation
- Switchboards, panel boards & motor control
- Grounding systems
- Lightning protection
- Lighting systems
- Electrical power systems
- Fire alarm & detection systems
- MATV Systems
- Electronic security (Access control and CCTV)
- Data systems infrastructure
- Telephone systems
- Lifts & Escalators
- Others

RATE

My rate per English word: about 0.05 USD/word or negotiable. I can offer a special discount if I am allowed to read the whole source file. For proofreading, say about 0.02USD/English word.

Payment methods: Moneybookers

WORK EXPERIENCE

02/2002 to present
M & E Construction Manager
Indochine Engineering
Ho Chi Minh City, Vietnam

Indochine Engineering provides mechanical & electrical engineering consultancy services to the Vietnam marketplace. To be the main translator of company.

As ICE's Construction Manager, the responsibility is a matrix type one, where Phong manages individual projects, as well as assisting other project engineers in the construction phase of smaller projects. To be a member of Management Review Team of ICE's Quality System and key presider for Vietnamese specification for projects.

Work to date, and in progress, includes

- In charge of all liaisons with local authority office who have jurisdiction on projects
- In charge of all translation and proofread in company and for Clients: contract, proposal, business license, certificate, application, letter, monthly claim, bill of quantity, marketing docs, brochure, report, specifications, manual, description, calculation, CV, etc.
- Project Manager – Design, for Saigon Giai Phong newspaper office building, 20 floors.
- M&E Construction Manager for Saigon Pearl in HCMC, about 400 apartments, residential development.
- M&E Construction Manager for Bitexco's The Manor in HCMC, a 426 apartments, 76,000m2 residential development.
- M&E design review, cost management, and tender assistance for Bitexco's The Manor in Ha Noi.
- M&E Construction Manager for Nguyen Du Park Residences, a 41 luxury apartment complex in District 1, HCMC.
- M&E construction phase support for Avon Cosmetics, BHP Lysaght, RMIT International University, Can Tho Learning Resource Center, Avalon apartments.
- M&E consultant's project coordinator for Franco Vietnamese Hospital, a 200 bed private hospital to international standards in Saigon South, HCMC.
- M&E consultant's project coordinator for Franco Vietnamese Hospital Apartments, in Saigon South, HCMC

07/2000 – 02/2002

**Expert of Project Management Unit
Ho Chi Minh City Environmental Company
Ho Chi Minh City, Vietnam**

Ho Chi Minh City Environmental Company is a State company, responsible to transport the house waste from collection point, merchandised depot to waste land in suburban; to collect and do final treatment to medical waste from hospital, general clinic,... by incinerator; to cremate dead people and to control the graveyards.

In charge of foreign capital projects. In charge of all translation and proofread in company and for Asian Development Bank, World Bank, ODA organizations: contract, proposal, business license, certificate, application, letter, etc.

Taking part in writing the Feasibility study, to submit and defend the Feasibility study to Transport & Public Service Department and People's Committee of Ho Chi Minh city. Doing Project Management during the implementation of the approved project. Included:

ADB loan Ho Chi Minh city Environmental Improvement Project
Holland sponsored District 10 Pilot Project
Belgium loan Medical Waste Treatment Project
2nd Medical Waste Treatment Project
Collection of waste on river

03/1999 – 07/2000

**Factory Manager
Vinh Tuong 2 Private Business
Ho Chi Minh City, Vietnam**

Vinh Tuong 2 Private Business manufacturers steel ceiling grid T bars, concealed and exposed ceiling, and other partition bars; gypsum ceiling panel.

Responsible for all factory operations: production, maintenance, warehouse, time record,....
Apply ISO 9002: 1994 to factory operation.

07/1998 – 08/1998

**Maintenance Manager
Delta Juice Vietnam Ltd.
Long An Province, Vietnam**

Delta Juice Vietnam Ltd. (England) manufactures fresh fruit juice drink for local market and export.

In charge of:

- installation of equipment
- in thorough co-operation with sub-contractors
- maintenance of facility equipment, office appliance, some of production equipment, electrical system
- personnel test to employment
- all translation of engineering docs related to the work included business letter to local authorities

01/1998 – 07/1998

**Chief Engineer
Design International (Vietnam) Ltd.
Ho Chi Minh city, Vietnam**

Design International (Vietnam) Ltd. (French) designs and manufacturers jewelry mainly for export.

In charge of:

- installation of equipment
- in thorough co-operation with sub-contractors in upgrading building
- maintenance of facility equipment, some of production equipment, electrical system
- support production in equipment purchasing
- personnel test to employment
- all translation of engineering docs related to the work included business letter to local authorities

12/1992 – 06/1997

**Facilities Manager
Triumph International (Vietnam) Ltd.
Ho Chi Minh city, Vietnam**

Triumph International (Vietnam) Ltd. (German) is a very famous manufacturer of ladies underwear. There are 02 factories in Vietnam: 01 in Thu Duc District, 01 in Binh Duong Province.

- **Projects:**
 - Set up utility, facility for branch offices in Ho Chi Minh, Da Nang, Can Tho, Ha Noi such as renovation, warehouse facility, air-conditioning installation, tel & fax installation, personal computer, time recorders.
 - Check and follow up the construction work of factory, installation of machinery and equipment, design of power system, transformer.
 - In thorough co-operation with requisitioners
 - Prepare feasibility study of work
 - Prepare conceptual design.
 - Judge tender document with Management Board
 - Guide, supervise and advise contracts.
 - Commission equipment in co-operation with requisitioners.

Projects consist of:

- Extension, modification of existing equipment and building
- Acquisition of entirely new equipment.
- Renovation or rehabilitation works.

- **Management:**
 - All translation of engineering docs related to the work included business letter to local authorities.
 - Trained in management, warehouse control, purchasing, inventory, basic accounting, office organisation and company service, project, equipment, by European and Asian suppliers and consultants.
 - Provide senior management with facility plans, suggestion solutions after identifying the problems in facility work and contract negotiation.
 - Attend company weekly meeting to solve all the problems.
 - Prepare outgoing letters and filling documents.
 - Liaise with authority offices to get the appropriate license: Power Company, Fire Department, Water Supply Company, Construction Department, apply for fax and telephone line at Telephone company.
 - Provide technical support for other departments.

Prepare annual personnel budget and expenditure budget.
Communicate extensively with all management levels, Vietnamese and Expatriates

- Operation:
Be responsible for running of Utility, Facility Department, Maintenance Department
Repair, maintenance, trouble shooting of all equipment and machinery within factory, branch sales office and boutique.
Be responsible for telephone line, electric household appliances, building maintenance and extension of management villas.
Prepare operation guide, daily checklist, maintenance manuals; establish priorities, to plan details of work to be executed; execute preventive maintenance according to schedules
Negotiate and purchase technical spareparts, mobile phone, tools, equipment
Be responsible for getting quotation; follow up the work, final check to hand over any maintenance, extension of building.
Negotiate and prepare the overhaul contracts, maintenance contracts, purchase contracts, construction contracts with the concerned contractors. Follow up the maintenance contracts, repair work or extension with outside contractors.

To be in charge of spare parts warehouse, ensure sufficient stock levels in spare parts store.
Survey new technical spare parts.
- Personnel:
Control maintenance staff.
Review and appraise personnel on regular basis.
Interview; prepare technical test for recruiting new staff.
Prepare guidelines and ensure adequate training.
Maintain high standards of safety and hygiene.

01/1992 – 12/1992

**Utility Shift Leader
Ajinomoto (Vietnam) Ltd.
Dong Nai Province, Vietnam**

Ajinomoto (Vietnam) Ltd. (Japan) manufactures the Monosodium Glutamate for cooking.

Operating and troubleshooting utility equipment: Generator, Sub station, Pump station, Boiler, Air compressor.