

Curriculum Vitae



Anh Phan (Phan Nguyet Anh)

Personal Information

Surname: **Phan** First Name: **Anh**
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Education & Qualifications

National Authority for Accreditation of Translators and Interpreters (NAATI), Australia
Professional Translator (Level 3, highest level available) in both direction (English into Vietnamese and Vietnamese into English), April 2002
University of Melbourne, Australia
Master of Education (major in assessment of translation competency) conferred in December 2001 (Overall results: H1)
Nottingham University, the United Kingdom
Visiting Scholar, 1997
Hanoi University for Foreign Language Teachers, Vietnam
Bachelor of Arts (major in English) in 1994

Academic Achievements

- AusAID scholarship for the 2000-2001 Master of Education at the University of Melbourne, Australia
- The Nottingham University Scholarship for Visiting Scholars, 1997
- The Nottingham University Scholarship for an MBA Program, 1997 (not taken)
- The 1992-1993 Vietnam Foundation Scholarship awarded by the National Linguistics and Languages Institute of Australia

Professional
Experience

1. As a Freelancer (2000 - present)

- Clients:* Marriot, Rosetta, Orbetto, University of Melbourne (Australia), University of Otago (New Zealand), PAEN Communications Ltd (New Zealand), Lingo24 (New Zealand-UK), Multimedia Languages & Marketing (Australia), NZTC International (New Zealand), Applied Language Solutions (UK), SRF Global (US), TransPerfect Translations (UK), INAWORD Inc. (US), and Digital Language Services Inc. (US) among others.
- Services:* Translation, editing, proofreading, negative check and interpreting.
- Fields:* Corporate documents (business plans, operational plans, financial statements, finance reports, securities prospectuses, labour documents, confidentiality agreements and so forth), educational materials (University brochures, course information, course curriculum), construction (brochures of cement companies), health insurance (benefit plans, claims and general information), government's and community's information (laws, regulations, leaflets and brochures), health care (research participant information and consent forms, brochures and educational healthcare materials), environment (presentations, reports and workshop proceedings on mangrove ecology and mitigation of dioxin consequences), personal documents (birth certificates, driving licences, personal letters), etc.

2. As an Employee:

January 2002 – present

- Employer:* Phillips Fox, Vietnam.
- Position:* Head Legal Translator and Interpreter
- Duties:* Supervising a team of senior, experienced translators responsible for translation for official publication of Vietnamese laws in cooperation with the Vietnam Ministry of Planning and Investment; Being responsible for the quality of Phillips Fox translations; Translating and editing translations of highly complex legal and business documents of clients (including GE Money, BHP, BP, Colonial Mutual Groups, Telstra, Philip Morris, ANZ Bank and Holcim among others) from Vietnamese into English and vice versa; Interpreting (both simultaneously and consecutively) at numerous high level legal conferences, conferences on investment, privatisation and general economics, and at corporate board meetings.

2003 – present

- Employer:* Asian Institute of Technology Centre of Vietnam, Hanoi, Vietnam.
- Position:* Lecturer (part-time)
- Duties:* Teaching several intensive training courses for interpreters and translators

2000 - 2001

- Employer:* University of Melbourne, Melbourne, Australia.
- Position:* Translator - Assistant Researcher.
- Duties:* Analysing interview data, preparing reports thereon and

translating project documents of a number of World Bank projects in primary teacher development and primary school students numeracy and literacy assessment in Vietnam carried out by the Assessment Research Centre.

Employer: Phillips Fox Law Firm, Melbourne, Australia.
Position: Legal Translation Editor.
Duties: Editing legal translation for official publication of Vietnamese laws in cooperation with the Vietnam Ministry of Planning and Investment;
Editing translations of clients' legal and Website documents from Vietnamese into English and vice versa.

1997 - 2000

Employer: Phillips Fox Hanoi Branch, Hanoi, Vietnam.
Position: Chief Legal Translator and Interpreter.
Duties: Translating and editing translations of legal instruments and documents of clients;
Interpreting (both simultaneously and consecutively) in conferences and corporate meetings.

1992-1999:

Employer: Centre for Resource and Environment Studies, Vietnam National University, Hanoi, Vietnam.
Position: Translator and Interpreter.
Duties: Translating documents of projects funded by a number of foreign organisations, including the World Bank, ADB, DANIDA and Aarhus University (Denmark), Tokyo University, and Action for Mangrove Reforestation (Japan) from Vietnamese into English and vice versa;
Interpreting simultaneously at conferences and workshop on mangrove ecosystems and environmental studies.

1995-1997:

Employer: Edukasia Ltd., London, the United Kingdom (a British company specialising in organising education exhibitions, operating English language schools and referring students to British educational institutions).
Position: Hanoi Representative and English Language Training Establishment (ELTE) Administrator.
Duties: Administering English courses offered by native speaker teachers at ELTE;
Working with Vietnamese government agencies and related bodies on matters relating to the operations of Edukasia and ELTE in Hanoi, Vietnam;
Referring Vietnamese students to British high schools and colleges.

1994-1995:

Employer: Danish Red Cross, Hanoi, Vietnam (a Danish non-governmental organisation).
Position: Translator and Interpreter.
Duties: Translating project and office documents, mainly in the fields of public health and environment protection, from Vietnamese into English and vice versa;
Interpreting at meetings and during field trips.

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| Membership | <ul style="list-style-type: none">▪ Australia Institute for Interpreters and Translators (AUSIT)▪ American Translators Association (ATA) |
| Other Professional Experience | <ul style="list-style-type: none">▪ Conducting various assessments of translation competency.▪ Participation in professional development workshops organized by NAATI .▪ Participation in various workshops, seminars and professional activities organized by AUSIT.▪ Introduction of and training in the use of computer-aided translation tools to Phillips Fox translation teams |
| Softwares | Word, WordPerfect, Wordfast, Excel, Powerpoint, Quest, ALP, VNI, ABC, Vietkeys, Unikeys |