Tam Thi Pham

Vietnamese Translator & Interpreter

Phamtmtam@gmail.com(804) 888-5666Richmond, VA

I am a highly proficient Vietnamese translator with over 15 years of experience in language liaison across medical, legal, and social service contexts. My primary objective is to apply my extensive expertise in translation and cultural sensitivity to professional organizations and institutions requiring accurate and reliable communication facilitation.

**EXPERIENCE:**

I have consistently demonstrated advanced translation skills through the seamless conversion of English and Vietnamese languages across a wide range of contexts. My role has required precise communication and cultural understanding, particularly when assisting individuals in critical and sensitive situations. Specific achievements include:

* I specialize in analyzing and interpreting complex documentation with precision, ensuring accurate communication in legal, medical, educational, and governmental settings.
* I am proficient in developing and maintaining technical documentation using Microsoft Office Suite tools, including Word, Excel, and PowerPoint, to streamline translation and reporting processes.
* I excel in reviewing, editing, and adapting translated documents to uphold cultural sensitivity and ensure terminological accuracy.
* My expertise lies in understanding and applying specialized terminology across various sectors, such as medical, legal, economic, and administrative domains, facilitating precise and contextually appropriate translations.
* I possess strong skills in conducting detailed document analysis to extract critical information and align translations with specific objectives and compliance standards.
* I am adept at utilizing virtual communication platforms like Zoom, Skype, and Microsoft Teams to deliver effective remote translation and interpretation services.
* I have a knack for organizing and reporting data, providing structured and actionable insights tailored to client and stakeholder needs.
* I thrive in managing translation projects independently and within collaborative team environments, ensuring smooth coordination and meeting deadlines effectively.

**SKILLS:**

* **Language Proficiency:** Fluent in Vietnamese and English, written and spoken.
* **Technical Proficiency:** Advanced skills in Microsoft Office Suite (Word, Excel, PowerPoint) and Adobe Acrobat for document preparation and review.
* **Translation Expertise:** Comprehensive knowledge of industry-specific terminology spanning medical, legal, economic, and administrative fields.
* **Soft Skills:** Exceptional interpersonal communication, social awareness, and empathetic listening, with a strong ability to handle complex situations with impartiality and discretion.
* **Work Approach:** Highly self-motivated, adaptable, and skilled at managing multiple tasks and deadlines independently or within team environments.

**REFERENCES:**

Available upon request.

**EDUCATION:**

My education provided a strong analytical foundation and technical expertise, which I have leveraged in developing systematic approaches to translation tasks. It also cultivated my problem-solving and multitasking skills, critical in high-pressure environments.

Virginia Commonwealth University, May 2010

Mechanical Engineer with Mathematics Minor

GPA: 3.40 max GPA: 4.0

Total Credits earned: 142

Honors: Cum Laude