

Trang V. Dinh

- Education:** Bachelor of Arts, Political Science, December, 2008
The University of Texas at Austin, Texas, USA.
Minor: English Literature
- Experience:**
- 02/10- present **Teacher of English**, TiengAnh123 center
Teach elementary and pre-intermediate courses on English
Grammar and Vocabulary;
Draft the course outlines and prepare sample teaching materials
Formulate English online teaching materials
Provide instruction to other teachers
Mekong River Commission Secretariat, long-term collaborator
Translate weekly news regarding activities of the Secretariat
- 02/09-5/10 **Project's translator**, Fisheries Law Project, Ministry of
Agriculture and
Rural Development
advisors Provide Vietnamese-English translation for Project's foreign
their Provide English-Vietnamese translation for Project's staff during
business meetings with foreign advisors/consultants and during overseas
making trips
 Translate international documents into Vietnamese to serve law
 process
conferences Translate legal normative documents to English to be posted on the
 project's website
 Provide translation between English and Vietnamese during
preparing Give English lessons to Project's staff
 Assistant to National Project Director, assist FLP Director in
 Work documents as well as in several administrative jobs
- 11/09 -12/09 **UN-collaborator**
Translate documents regarding Environment and Climate Change

- 06/09-08/09 **English language tutor**
Give English tutorial services to middle-school and high-school students
- 06/06 – 12/08 **Undergraduate Assistant**, Biology Computer Lab, University of Texas
Oversee a lab with over 100 stations
Assist students with using audio/video equipment, printers, and computer applications on Windows and MAC operating systems
Assist instructors with operating projectors and other teaching equipments
Work as head-proctor, create work schedule and oversee five fellow proctors' activities
- 10/06—2/07 **Translator**, John Fleming's Law Office
Provide translation between English-Vietnamese in Courtroom
Provide translation assistance to litigators and attorney
- 12/ 03 – 01/04 **Intern**, Texoma Community Credit Union
Assist staff with holiday refreshments and member satisfaction survey
- 1/04—5/04 **Volunteer**, First Step the Shelter for Victims of Domestic Violence and Sexual Assault
Assist staff to organize children program and prepare documents for women meetings
Look after and tutor the children
Participate in conferences on Domestic Violence and Sexual Assault
- Accomplishment:** College of Liberal Arts honors Spring 2006
Member, Phi Theta Kappa, Fall 2005 – Present
Winner, Math Contest, Spring 2005
Outstanding Student Certificate, Wichita Falls Independent School District, Spring 2004