

# CURRICULUM VITAE

ANN N. TRAN

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## EDUCATION

- 1979 - Doctoral Candidate in English, University of New Mexico
- 1973 - M.A. in English Language and Literature, University of Chicago
- 1970 - B.A. in English, University of Saigon, Vietnam
- 1967 - French High School Diploma (Baccalauréat), Lycée Marie-Curie, Saigon, Vietnam

- **New Mexico Teaching Certificates:**

# 306- Secondary, English                      # 709- Adult Education                      # 802- Postsecondary Related Areas

- **Court Interpreter Certification:**

- 2003                      **Attended the Nevada Administrative Office of the Courts' interpreter workshop. Passed the Nevada Certified Court Interpreter Written Examination to achieve certification for Nevada Courts and all the states in the Consortium of The National Center for State Courts (written examination not offered in NM) – Exam score: 94%**  
<http://www.atvntranslation.net/pdf/LetterfromNevadaCourt.pdf>
- 1998                      **Attended the NM Administrative Office of the Courts' interpreter workshop in preparation for the state court interpreter certification examination**
- 7/1998                      **Passed the Berlitz International, Inc. interpretation test for the Vietnamese language, Exam #30523; officially qualified to interpret for Berlitz (located in Washington, D.C.) in U.S. Immigration Court**  
<http://www.atvntranslation.net/pdf/BerlitzCertification.pdf>
- 1997                      **Accepted as certified interpreter in state courts on the basis of federal language expert certification.**
- 1995                      **Qualified as a Language Expert by the Administrative Office of the United States Courts**

## PROFESSIONAL AND TECHNICAL SKILLS

- **Computer:**                      - Proficient in **WordPerfect, MS Word, Excel, Internet research, FrontPage, Microsoft Photo Editor, Adobe Photoshop**  
- Vietnamese software programs: **VPS, VNI, Vietnet, Unicode**  
- Produce **slide shows** using Microsoft TV Photo Viewer software
- **Languages:**                      Fluent in **English, Vietnamese, and French**
- **Organizational and interpersonal:**                      **Design and implement workshops**

- Design and produce color handouts and transparencies for workshops
- Excellent communication and interpersonal skills
- Excellent collaborative skills

## ***WORK EXPERIENCE***

### **I. TRANSLATION - 42 years of experience**

- 2008-present Translate documents for the NM Asian Family Center, Albuquerque.
- 2007 Interpreted for Alta Mira Specialized Family Services to help place pre-school children in APS classes.
- 09/06 Translated documents for Alta Mira Specialized Family Services, Albuquerque, NM.
- 10/05 to present Contracted with St. Joseph Community Health to translate monthly meeting agendas, meeting notes, documents, and a 17-page final report from the Breast Cancer Resource Task Force. Translating meeting agendas, meeting notes, and documents for the Breast Cancer Resource Center Advisory Council. Interpreting for the monthly Breast Cancer Resource Center Advisory Council meetings.
- 2005 Translated jury orientation documents for Second Judicial District Court, Albuquerque, NM.
- 2005 Translated and formatted a road test in MS Excel for Real World Media, Inc., a multimedia company in Vancouver, B.C.
- 10/04 to 10/06 Contracted with University of New Mexico Hospitals to translate medical documents: flyers, brochures, I.D. cards, and a 53 -page SCI member handbook.
- 2004 to present Translator and editor for WorldLingo in Great Britain and Australia.
- 2003 to present Translate voting materials for the state of Texas through Andrews & Kurth, LLP in Houston, Texas (cf. attached letter of reference from Andrews & Kurth, LLP ).
- 12/2003 Translated and recorded a telecommunications demonstration program for TRA (Telecommunications Research Associates) in Kansas. Program was presented to government officials in Vietnam (cf. attached letter of reference from TRA).
- 01/03 to present Contract with Universal Care in California to translate medical documents.
- 2003 - Present Owner/Translator/Certified Court Interpreter, Professional Vietnamese Translations (online business name).
- 04/02-10/02 Contracted with the New Mexico Commission on the Status of Women to complete a series of special projects for a “Violence Against Women Act” grant. Translated a 68-page booklet on domestic violence and several other booklets and pamphlets on domestic violence, elder abuse, and stalking. Designed and implemented a six-hour multi-media workshop to 40 local advocates.
- 03/02 & 10/02 Translated and formatted in MS Excel two road tests (total 11,128 words) for Real World Media, Inc., a multimedia company in Vancouver, B.C.
- 10/01 Translated and formatted in MS Excel a road test (7,102 words) for Q-Test Technologies, through Real World Media, Inc., a multimedia

- company in Vancouver, B.C. Test entered into a database and automated for use in a digital kiosk environment in British Columbia, Canada, and various states in the United States.
- 8/01 Translated and formatted Wilson Middle School's Student Handbook & Course Descriptions (6,418 words).
  - 6/2000 Sub-contracted for "Soundtrack: Thwaite Productions Limited" in Santa Fe, NM, to translate two audio tours for the Tech Museum of Innovation in Silicon Valley, California, a project totaling 18,926 words (cf. attached letter from Soundtrack).
  - 1998-Present Contract translator/interpreter for Albuquerque Public Schools.
  - 2/1998 - 10/98 Part-time Advisor/Interpreter/Translator and English Instructor, Council for Adult and Experiential Learning Transition Services at Levi-Strauss, Albuquerque, NM, until the program ended in 10/98.
  - 1997 Translated a series of interviews of Vietnamese artists to be used in a promotional videotape released in December 1997 - Recorded several voice segments of the translation for the videotape.
  - 1993 - Present Owner/Translator/Certified Court Interpreter, Tran's Translation Services.
  - 1993 - Present Affiliated with OmniLingua, Inc., Cedar Rapids, Iowa.
  - 1993 - Present Professional translation and formatting of tri-fold brochures, executive orders, resolutions and posters for the Albuquerque Human Rights Office, City of Albuquerque; professional translation and formatting of tri-fold brochures for the Alternative Dispute Resolution Office.
  - 1975 Translated the script of an educational movie on three generations of Japanese immigrants and taped the translation for use with various groups of Vietnamese immigrants in the NM Indochina Refugee Program.
  - 1975 - 1976 Interpreter, translator, and English teacher; New Mexico Indochina Refugees Resettlement Program.
  - 1973 - 1975 Translator of nineteenth-century American poetry into Vietnamese
  - 1967 - 1970 Translator of French poetry and song lyrics into English

## **II. INTERPRETATION – 34 years of experience**

- 03/09-10/09 Contractor for the New Mexico Administrative Office of the Courts to mentor a group of interpreter candidates in Russian, Thai, and Vietnamese. At the end of the mentorship, two of the mentees have become certified interpreters after passing the required examinations.
- 08/06 Interpreter for two public meetings convened by The Governor's and Mayor's Lovelace Task Force – César Chavez Community Center in Albuquerque, NM.
- 07/06 to present Telephonic interpretation for the NM Behavioral Health Institute at Las Vegas, NM (NM Department of Health).
- 09/05 to present Interpreter for St. Joseph Community Health's Breast Cancer Resource Task Force and Breast Cancer Resource Center Advisory Council in Albuquerque, NM.
- 02/04 – 05/06 Interpreter for CYFD (Children, Youth, and Families Department) in weekly visitation, individual therapy, and family therapy at La Familia, Desert Hills Center for Youth and Families, and UNM Children's

- 2003 to present **Mental Health Hospital, as well as in related court hearings in Juvenile Court.**
- 2003 to present **Affiliated with 3-I Interpreting, Inc. in California and Optimal Communicators in Florida.**
- 06/02 to present **Online business name “Professional Vietnamese Translations” added to “Tran’s Translation Services.”**
- 4/2001 **Affiliated with Andalex in Portland, Oregon, as a telanguage interpreter, and with Certified Languages International in Portland, Oregon, as an on-site and telephonic interpreter.**
- 3/2001 **Affiliated with Ameri-Link, Albuquerque, New Mexico, to interpret at a public meeting for Albuquerque’s Southeast Heights neighborhood Interpreted at the March 3 Town Hall Meeting on Albuquerque’s (Immigrant Friendly City) Resolution 151.**
- 7/9/99 **Panelist, New Mexico Criminal Defense Lawyers Association Continuing Legal Education Seminar.**
- 1998-Present **Contract translator/interpreter for Albuquerque Public Schools.**
- 1995-Present **Owner of Tran’s Translation Services.**
- 1986 - Present **Interpreter for Accurate Translating Services, Juvenile Court, Metro Court, NM District Courts, Federal Court, NM Department of Labor, Workers’ Compensation Administration, insurance companies, and local law firms: civil and criminal cases, depositions, insurance-related medical examinations, insurance and workers’ compensation mediation and arbitration**
- 1977-1986 **Interpreter for Metro and District Court, for Albuquerque TVI students during registration for English as a Second Language classes.**
- 1975-76 **Interpreter, English instructor, sponsor liaison for the NM Indochina Refugee Program.**

### **III. TEACHING CAREER – 42 years of experience (34 years at Central New Mexico Community College, formerly Albuquerque TVI)**

- 2002-Present **Part-time instructor after retirement - Subjects taught: English composition and reading, School of Adult and General Education (SAGE), Central New Mexico Community College (formerly Albuquerque T-VI Community College).**
- 1982 - 1984 **Director, Southeast Asian Program, Developmental Studies, Albuquerque T-VI.**
- 1981 - 1982 **Academic Advisor, Developmental Studies, Albuquerque T-VI.**
- 1979 - 8/2002 **Full-time instructor - Subjects taught: English grammar and composition, reading, and math; Department of Adult and Developmental Education (DADE), Albuquerque T-VI Community College - Retired in August 2002 - Currently teaching part-time.**
- 1978 - 1979 **Teaching Assistant, English Department, University of New Mexico .**
- 1975 - 1979 **English as a Second Language and Adult Basic Education instructor, Adult Basic Education Department, Albuquerque T-VI.**
- 1975 - 1976 **Interpreter, translator, and English teacher; New Mexico Indochina Refugees Resettlement Program.**
- 1973 - 1975 **College professor; Universities of Can Tho and Dalat, Minh Duc University, Van Hanh University, and Tri Hanh University - Subjects taught: American literature (junior and senior years), freshman English**

composition, freshman English pronunciation and intonation, technical and business English, and American history.

- 1970 - 1972 &  
1973 - 1974

**Intensive English and secretarial skills teacher, Staff Development Center, Embassy of the United States of America in Saigon, Vietnam. Unofficial trilingual translator (English - French -Vietnamese) for USAID (US Agency for International Development) in Saigon - Translated yearly budgets, proposals, projects. French tutor for American Embassy employees. English tutor.**

- 1970 - 1972  
- 1967 - 1970

## IV. CREATIVE WRITING

- 1970 - 1975

**Novelist - Had seven novels published in Vietnamese (pen name: Thuy Huong):**

- *Biet Thu Hoang Lan (Magnolia Mansion)*
- *Mai Toc Huyen (Ebony Hair)*
- *Chuoì Ngoc Truong Sinh (The Longevity Necklace)*
- *Anh Hung Son Cuoc (Highlands Hero)*
- *Song Nuoc Tien Giang (Tien Giang River)*
- *Tham Lang (Secret Love)*
- *Bach Cuc (The White Chrysanthemum)*



## V. BOARDS AND COMMISSIONS

- 10/2001

Appointed to the **Commission on Immigrant Affairs and Services** for a three-year term by Mayor Jim Baca

## VI. SPECIAL AWARDS

- 1994

**Teacher of the Year nominee**, Department of Developmental Studies, Albuquerque T-VI

- 1983 - 1984

**T-VI President's Commendation for Outstanding Service to the Institute Donald B. Smith Graduate Fellowship** for excellent work in American literature, University of New Mexico

- 1979

- 1979 - 1980

**UNM Graduate Scholarship** for outstanding academic excellence

- 1976 - 1979

**American Association of University Women Fellowship** for doctorate program in American literature, UNM

- 1972 - 1973

**AAUW Fellowship** for Master's degree program, University of Chicago

## **VII. MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS**

- **2006 - 2007**
  - **2006 - 2007**
  - **1993 - Present**
  - **1982 - 2002**
  - **1982 - 2002**
  - **1989 - 2002**
- **National Association of Judiciary Interpreters and Translators (NAJIT)**
  - **American Translators Association (ATA)**
  - **New Mexico Translators and Interpreters Association (NMTIA)**
  - New Mexico College Reading and Learning Association
  - (National) College Reading and Learning Association
  - New Mexico Mathematical Association of Two-Year Colleges