Robert Smith

Localization Project Manager

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

PERSONAL STATEMENT

Overseeing end-to-end localization workflow using our translation management tools and systems, and also Identifying and managing project risk through prioritization, bug management, and any other means necessary.

WORK EXPERIENCE

Localization Project Manager

ABC Corporation - April 2010 – April 2011

Responsibilities:

- Responsible for testing functionality of new and international (DE/FRA/ESP/US/UK) applications on both PC and Mac platforms, verifying compliance with established standards, creating bug reports on issues found and regressions.
- Proofreaded and tested localized versions of US releases.
- Worked closely with content producers to insure accuracy and providing guidance.
- Managed high profile and high revenue translation projects, develop client relationships, identify areas within current workflows for improvement so as to increase profitability and efficiency Manage all phases of a project, including planning, scheduling, quality control, vendor management, budgeting and status reporting.
- Maintained and grown client relationships while managing client expectations through clear and effective communication.
- Ensured all client processes and guidelines are followed.
- Re-coded dialog box sizing using localization tools for select products to ensure proper display of user interface; developed automated and manual test scripts to check accuracy of all dialog boxes.

Localization Project Manager

Delta Corporation - 2009 – 2010

Responsibilities:

- Localization Project Manager in the Commercialization of Digital Products Managed multi-million dollar budget Average of 10-20 projects in progress .
- Led global teams of project managers, translators, editors, desktop publishers and proofreaders that translated & localized corporate announcements, .
- It was my role to address the challenges that occured on a daily basis vendor & resource management, internal & external project constraints, .
- To date some of my largest projects include Transcription of Employee Survey for Fortune 50 Employer In Language Transcription of 18,000 handwritten .
- Created project plan, outlined project phases and timelines for deliverables Resolved errors that arose from translation, formatting or

SKILLS

SDL Trados, Microsoft Office, Translating, Proofreading, Editing.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

© This **Free Resume Template** is the copyright of Qwikresume.com. **Usage Guidelines**

QA .

- Managed multilingual translation projects from start to finish, including style guide creation, term extraction and translation, glossary preparation,.
- Coordinated among linguists, terminologists and senior managers to ensure clear communication and effective troubleshooting.

Education

MS

© This **Free Resume Template** is the copyright of Qwikresume.com. **Usage Guidelines**