

FRANKLIN CEDAR BROWN

PROJECT MANAGER 📞 330.962.9812

◦ DETAILS ◦

330.962.9812

franklin.c.brown@gmail.com

◦ LINKS ◦

linkedin.com/in/fcbrown

◦ SKILLS ◦

Adaptability

Communication

Problem Solving

Leadership

Coding

◦ LANGUAGES ◦

German

Lithuanian

JavaScript

◦ HOBBIES ◦

Piano, Fitness, Photography

👤 PROFILE

🔗 Analytical creative with 10+ years' experience in cultivating and combining problem-solving and people skills

📁 EMPLOYMENT HISTORY

🔗 **Office Manager at East Bay German International School, Emeryville, CA**
August 2021

- Promoted a healthy work environment for employees by mentoring internal and client relationships.
- Designed office processes to increase efficiency and cut unnecessary costs.
- Set and exceeded KPIs: increased enrollment in extracurricular activities by 25% through effective communication with clients and external vendors.

🔗 **Study Abroad Coordinator at LCC International University, Klaipėda, Lithuania**
November 2014 — April 2016

- Managed safety, well-being, and cultural awareness of 20-30 students.
- Maintained and grew database of 1500+ student and administration contacts.
- Met and exceeded KPIs: established partnerships with 3 new universities, including our first Canadian partner school.

🎓 EDUCATION

🔗 **MSc in Linguistics, University of Edinburgh, Edinburgh, UK**
September 2017 — August 2018

with Merit

Dissertation on Nilo-Saharan Language Classification

🔗 **BA in Linguistics, Gordon College, Wenham, MA**
August 2010 — May 2014

summa cum laude

Honors thesis on Semantic Shift

👥 INTERNSHIPS

🔗 **Lexicographer at SIL International, Honiara, Solomon Islands**
May 2013 — August 2013

- Initiated language documentation and lexicography project for an unwritten language.
- Organized linguistic data from 100+ native 'Are'are speakers.
- Created the language's first printed picture dictionary

⚙️ COURSES

🔗 **Full-Stack Web Development, Berkeley Extension School**
December 2021 — June 2022