

## PROFILE

Background in education. I taught English and maths at an international school in Tokyo for three years with the JET programme - the Japanese Government's official international exchange and English-teaching programme, and am a proficient Japanese speaker. I also have experience teaching Film and Video production at Digital Media Academy, a Stanford programme. I have recently become deeply fascinated with programming and have developed skills with HTML5, CSS3, JavaScript, jQuery, React.js, ES6, Node, and a range of other technologies. My strengths are attention to detail, proficiency in prioritizing tasks, and my ability to solve problems efficiently. I am looking forward to making an impact in this industry!

### CODE

HTML, CSS, Bootstrap  
**JavaScript**, jQuery  
**React**, Node.js

### CREATIVE SOFTWARE

**Photoshop**, InDesign  
**Premiere**, AfterEffects  
3DS Max, Maya

### MISCELLANEOUS

Illustrator  
**Japanese** Speaker  
Climber

## WORK EXPERIENCE HIGHLIGHTS

### TransPerfect – London, EC3N 1AT

**2022 - Present**

#### Project Moderator

I conduct data collection sessions with paid participants, to aid in the improvement of voice assistants in their responsiveness to a range of dialects, accents, and individuals.

- Communicate instructions clearly to those with varying levels of familiarity with technology.
- Work seamlessly with an international team to provide data matching client specifications.

### CPM UK – Aylesbury, Thame

**2021 – 2022**

#### Inbound Contact Executive

Provided clear and concise guidance for Diageo customers and clients regarding a wide range of potential technical faults in their outlet setups; diagnosing issues including, but not limited to, gas pressurisation, product flow integrity, and appropriate equipment usage.

- In the event of undiagnosable issues I clearly and concisely logged jobs on Salesforce and internal systems. Often handling 200+ calls a day during high traffic periods.
- Liaised and coordinated with teams of engineers and contractors across the UK to resolve issues in a timely manner, with the aim to resolve urgent tickets within 24 hours.
- Guided customers through ullaging procedures, directing them to appropriate wholesalers, or other potential solutions.

### Testronic – Suffolk House, Croydon, London

**2021**

#### Localisation Tester

I provided quality assurance for games in their final stages of production for leading AAA game developers. Part of a team that ensured that the final product was free from bugs, user experience issues, and language errors before the its final release to the public.

- Communicated efficiently between large international teams to assure speedy elimination of bugs and UX/UI issues.
- Verified there were no language discrepancies in the game by cross referencing Japanese and English script files.
- Utilise excel knowledge, and online trackers (JIRA), to effectively deal with large datasets in an intuitive way.

## **Wahlburgers – Covent Garden, London | Splendid – UK (various)**

**2018 – 2020**

### **Line Chef / Caterer**

Prepared meals, spearheaded team, maintained high standards, and quality assurance. Communicated with colleagues, co-ordinated tasks and shifts, and arranged logistics. Catered for 100+ events, including weddings and festivals, at high profile venues.

- Achieved completion of 200+ tickets per day with team of eight.
- Reduced preparation time for each ticket to under four minutes.

## **JET Programme – Tachikawa Kokusai Secondary Education School, Tokyo**

**2015 – 2018**

### **Assistant Language Teacher**

Prepared learning materials for English lessons, supervised school functions such as plays and speech contests, and organised events to showcase Japanese culture and heritage to visiting students.

- Originated mathematics and science curriculum for international students.
- Elected as Head Teacher of school's English Club.
- Selected as Cultural Exchange Ambassador.

## **Digital Media Academy – Stanford University, Stanford, United States**

**2011**

### **Assistant Film Production Teacher**

Aided students in use of professional cameras and supported shooting process. Provided technical assistance in using post-production and editing software. Mentored students and supervised school trips.

- Hired by programme director by demonstrating outstanding achievements in short-film production.
- Entrusted with the formulization of the theoretical aspects of course material.

## **EDUCATION & COURSES**

## **The University of Manchester**

**2011 - 2015**

### **Bachelor of Arts Honours in Japanese and Screen Studies, Second Class**

- Earned knowledge in Japanese language skills, conceptualised papers on medieval history and contemporary sociology, and developed strong academic research and writing capabilities.
- Directed and produced short films and documentaries, operated industry-standard camera, lighting, and audio recording equipment, as well as edited footage and created visual effects. Modelled, and textured graphics. Gained high-level theoretical information of filmmaking, editing, and production.

## **Trilogy Skills Bootcamp in Front-End Web Development**

**2023**

Graduated with skills that include HTML5, CSS3, JavaScript, jQuery, React.js, ES6, and Node. The course provided me with a crash course in application programming interfaces (APIs), user experience design, and building and deploying modern web applications. Please visit my portfolio in the link included below for detailed breakdown of projects, but highlights include a twitter-like social media app with user-authentication and real-time database updates using Firebase for back-end functionality, and a Node command-line application that generates an HTML webpage displaying summaries for members of a software engineering team using the Inquirer npm package.

## **REFERENCES | LINKS**

**Williams**, TransPerfect: [khwilliams@transperfect.com](mailto:khwilliams@transperfect.com)

**GitHub**: <https://github.com/MattGaarder>

**Haddock**, Tachikawa Kokusai: [adrianhaddock@googlemail.co.uk](mailto:adrianhaddock@googlemail.co.uk) **Web-Dev Portfolio**: <https://gaarder-portfolio.netlify.app>

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