

# Anna Korotina

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## EDUCATION:

### ◇ George Mason University

**Expected Graduation: May 2022**

Master's in English, Professional Writing and Rhetoric

### ◇ University of California, Santa Cruz

**September 2012 – August 2016**

Bachelor's in Language Studies with a Spanish concentration; Literature Minor

## WORK EXPERIENCE:

### ◇ SAP SuccessFactors

**September 2016 – Present**

*Specialist, Product Localization and Internationalization (April 2018-Current);*

*Previous: Translation Associate (Sept. 2016 - March 2019)*

- Lead initiative to review UI strings during product development cycle for linguistic elements and adherence to internationalization guidelines, and work with user assistance developers to write text that follows internal style guide
- Manage translation deliveries for 10 products (41 languages each); products include people management, mobile, learning, analytics and social collaboration
- Plan, execute, and triage language acceptance tests for multiple products quarterly; participate in testing for Russian
- Document and report internationalization issues with the products
- Collaborate with engineering and product management to improve cross-suite localization maturity and translations
- Triage and resolve customer-reported defects for translation quality using JIRA; track and verify translation changes both for individual strings and cross-suite terminology updates

### ◇ Plantronics

**June 2014 – July 2016**

*Technical Writing Intern*

- Responsible for writing technical documentation for Knowledge Base on topics such as “how to,” “troubleshooting,” and “product information”
- Worked on manually and automatically translating articles into 12 languages, ensuring proper formatting and accuracy
- Assisted with creating product training Powerpoints for technical assistance agents

### ◇ City on a Hill Press (UC Santa Cruz)

**April 2013 – June 2016**

*Copy Chief (June 2015 – June 2016), Copy Editing Intern (April 2013 – June 2015)*

- Assisted the staff weekly with thoroughly reading about 15 articles and editing for content and grammar, as well as to adhere to AP style; delegate work to other copy editors and fact checkers and ensure their success
- Remained aware of sensitivity issues that may arise with articles and collaborated closely with writers and editors during the production process to compose a newspaper comprehensive of the campus population

### ◇ Financial Research Associates, LLC

**November 2015 – July 2016**

*Copy Editor/Proofreader*

- Proofread financial and medical conference marketing forms, including brochures, web blurbs, agendas, and emails
- Ensured conciseness, correct grammar and spelling, readability

### ◇ Pacific Gaming

**Summer 2013**

*Technical Writer*

- Independently wrote technical documentation for POS and handheld for “24-number Bingo” game
- Created a coherent step-by-step breakdown of software for customers

## OTHER SKILLS:

- ◇ Languages: Fluent in Russian, advanced knowledge of Spanish, basic knowledge of German & French
- ◇ Advanced experience with InDesign, Photoshop and Wordpress
- ◇ Extensive knowledge of AP style