Aurelia Parish

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SUMMARY

Fastidious professional with strong communication, project management, organization, technical and multitasking skills, experienced in leading a team, delivering projects, training new hires and creating process documentation

EDUCATION

2021	**Berkeley Coding Boot Camp**	UC Berkeley Extension- Berkeley, CA
2014-2015	**Project Management Practitioner Certification**	De Anza College - Cupertino, CA
2008 - 2012	**B.A. Liberal Studies, cum laude**	CSU Channel Islands - Camarillo, CA

CORE COMPETENCIES

- Software Testing
- Bug Reporting
- Process Documentation
- Google Docs
- Media Asset Management Systems

- Project Management
- Fluent in Romanian and English
- Conversational fluency in French and Spanish
- Team player
- Solid foundation of data structure and coding

EXPERIENCE

VACO SAN FRANCISCO

APAC QC Team Lead/ Specialist - June 2016 - September 2016 (Mountain View, CA)

- Managed a team of QC operators for Google Play for APAC territories
- Led regional cross-functional meetings for policy and process implementation
- Assisted team members with daily processes, quality control, policies, troubleshooting, 1:1 meetings
- Helped prepare data for business reports and Dive-in meetings to interpret data
- Conducted interviews and training for new hires
- Managed P0-P4 content, bugs and other confidential content
- Tracked timelines, deliveries, SLA across functional groups
- Introduced new management to teams and processes

Content Review Coordinator - December 2014 - June 2016 (Mountain View, CA)

- Reviewed quality of film and TV content for Google Play
- Played important role in successful launches in France, South Africa, Taiwan, Hong Kong and other territories.
- Tested compatibility between cross-functional software: identified and reported serious bugs in tools, preventing them from affecting the rest of the team
- Collaborated with the Google engineers on tool development and feature roadmap
- Identified areas for process improvement (metrics and standardized review note format, documentation on policies, procedures and processes)
- Prioritized tasks, multiple projects with short timelines: project lead for process stability and efficiency, process and regional workflow and policy documentation

VOLUNTEER EXPERIENCE:

JEWISH FAMILY SERVICES OF SILICON VALLEY

Refugee Resettlement ESL Program Instructor - Jan 2017 – 2018

- I help refugees learn English and adjust to a new life in America. They inspire me with their hard work, commitment and resilience in overcoming outstanding challenges.