

Casey J. Garland

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French ————— English

SKILLS & ACTIVITIES

- French ACTFL Advanced-High Fluency
- HTML/CSS/JavaScript proficiency
- Mac/Windows proficiency
- Microsoft Suite (Word, PowerPoint, Excel)
- TRADOS/LingoTek workbench proficiency
- Large and small team leadership skills
- Utah Valley Corporate Olympics

EDUCATION

BRIGHAM YOUNG UNIVERSITY

- Bachelor of Arts in French Studies

Provo, UT
December 2015

MOUNTAINLAND APPLIED TECHNICAL COLLEGE

- 903 hour course certificate: Web Programming and Development

Lehi, UT
January 2017

RELEVANT EXPERIENCE

XACTWARE SOLUTIONS, INC.

Lehi, UT
05/2015 - present

International Documentation Specialist

- Ensured translation/revision of over 1,000 documents into French, Dutch, German, and Spanish
- Created localized documentation for UK English, French Canada, and French Belgium
- Revised and edited hundreds of French documents from 1-80 pages long
- Received awards for innovating new process workflow using an online project management tool
- Saved thousands of dollars in translation costs by cutting unnecessary documentation

CENTER FOR FAMILY HISTORY AND GENEALOGY

Provo, UT
01/2015 - 04/2015

French Research Assistant

- Processed over 1,500 18th - 19th century handwritten French documents
- Created digitized, searchable registries in French
- Researched histories
- Reviewed peers' registries for historical and grammatical accuracy
- Coordinated with multiple team members and supervisors

BRIGHAM YOUNG UNIVERSITY

Provo, UT
08/2012 - 12/2012

French Instructor

- Instructed 25 university-level students
- Conducted 1-hour classes only in French
- Planned and prepared lessons on grammar, culture, pronunciation and reading skills
- Graded written compositions, tests, quizzes, and culture assignments
- Received a 29/32 student rating