

# ALTYNAY LUNA LINSTRUM, PMP

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## SUMMARY

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A highly ambitious trilingual localization project manager with a Master's degree in Translation Studies and PMP certification. Proven track record of successfully implementing over 70 translation projects through almost surgical precision and assiduous treatment of each project and client. Acutely aware of minute cultural and linguistic nuances that accompany the process of localization. Very passionate about the role of technology in the language industry and continuous process improvement in the field of localization.

## PROFESSIONAL HIGHLIGHTS

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- Managed the department's high-profile localization projects with the company's largest client (Janssen of Johnson & Johnson);
- Updated and re-designed the department's vendor recruitment processes ensuring an effective strategy in screening and retaining new vendors;
- Made valuable contribution to research, testing, and deployment of the newly developed tracker system collaborating with the IT and quality management departments; developed training documentation for the new users;
- Maintained the exceptional degree of quality and consistency throughout the extremely high-risk transitional period of the department;
- Developed and nurtured a highly efficient and collaborative communication environment with geographically dispersed stakeholders.

## PROFESSIONAL EXPERIENCE

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CLINICALINGUA/IMPERIAL, *Grand Rapids, MI*

**Lead Project Manager**

July 2013-February 2017

Successfully supervised over 70 localization projects and managed budgets up to \$350K per year. Managed scope definition and time and cost baselines through outstanding team collaboration and communication with the clients. Contributed to departmental process improvement through observations of process gaps and suggestions for improvement. Produced superior quality deliverables going over and beyond customer expectations. Successfully managed and controlled stakeholder engagement by nurturing an environment that promoted effective communication and understanding.

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RAIMON LAND PLC, *Bangkok, Thailand*

**Freelance Russian/English Translator**

July 2010-July 2011

Translated sensitive business reports and email correspondence and executed interpretation on the phone maintaining strict confidentiality concerning clients and translated materials. Researched real estate phraseology to ensure terminological consistency and assisted with creating a glossary for use on various translation projects.

## PROFESSIONAL EXPERIENCE *(cont.)*

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TIS TRANSLATIONS, *Bangkok, Thailand*  
**Freelance Russian/English Translator**  
January 2010-July 2011

Executed consecutive interpretation for Aviat Networks, producer of wireless transmission systems and auditors from Central Asia, Ukraine and Russia. Provided translation assistance related to the preparation of audit reports. Researched engineering and business phraseology to ensure terminological consistency. Supported the audit team with other projects when necessary.

## SOFTWARE SKILLS

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**Translation:** SDL Trados Studio, SDL MultiTerm, SDL Passolo

**Programming:** HTML, CSS, Javascript, jQuery, Flexbox/Bootstrap, Ajax, Firebase, NodeJs, MySQL, mongoDB, Express, Sequelize, Git

## LANGUAGES

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Russian, Kyrgyz, English

## EDUCATION

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UC BERKELEY EXTENSION, *Berkeley, CA*  
**Web Development Program**  
June 2017-January 2018

KENT STATE UNIVERSITY, *Kent, OH*  
**Master's degree in Translation Studies (GPA 3.930)**

ISSYK-KUL STATE UNIVERSITY, *Karakol, Kyrgyzstan*  
**Bachelor's degree with Honors in Foreign Languages and Literature**

## PROFESSIONAL MEMBERSHIPS

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PROJECT MANAGEMENT INSTITUTE (PMI)  
**largest professional organization for the project management profession**