

Kai C. Huang

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SUMMARY

Project manager with 10 years of experience specializing in language and technology services. Seeking a position in a technology-oriented services organization, leading people and initiatives to support the company's business objectives.

SKILLS / EXPERTISE

- Team leadership and training
- Data management and analysis
- Program management and project execution
- Software engineering and web programming

EXPERIENCE

Account Manager

September 2016 – June 2017

Healthcare Services Group, Inc. *San Francisco, CA*

- Led the department of environmental services in providing hospitality services to skilled nursing and rehabilitation facilities. Oversaw a staff of seven in creating a clean and well-maintained environment for residents and staff.
- Developed and executed project plans and ensures the satisfactory and timely completion of cleaning projects and floor care programs in the facility.
- Hired and trained a strong team of housekeeping staff that reflected company values. Maintained records of income and expenditures, supplies, personnel, and equipment.
- Acted as liaison between facility leadership and company staff and identified resources to address areas of concern to ensure high level of customer satisfaction.

Translator Team Lead

May 2008 – May 2015

Leidos, Inc. *San Francisco, CA*

- Led a select team of four Chinese linguists providing translation, transcription, gisting/sight translation, source data triaging, interpretation, and training services to clients.
- Fostered winning and productive team environment resulting in zero voluntary attrition rate and top performance in the division (1st of 4 teams).
- Reduced translation error rate by ~30% through careful editing and analysis of translation quality.
- Supported U.S. government's natural language processing technology research efforts by applying specialized foreign language expertise and cultural knowledge to create terminology databases and glossaries.

EDUCATION

M.B.A. Georgetown University McDonough School of Business

M.A. Applied Economics Johns Hopkins University

M.A. Asian Studies Cornell University

B.A. Asian Studies University of Virginia

LANGUAGES/CERTIFICATIONS

Mandarin Chinese (native fluency - read, write, speak, simplified/traditional)

American Council on Exercise (ACE) Certified Personal Trainer (No.T220876)