

Jingyi Isaacs

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Experience

LOCALIZATION PROJECT MANAGER FOR LIFE SCIENCES (RI), RWS; SAN FRANCISCO, CA — JAN 2020 - PRESENT

- Planning and managing complex medical device localization projects from quoting to delivery, ensuring on-time, on-budget completion.
- Addressing client needs by offering consultation on source file design for optimal localization practices, identifying and mitigating risks, and adapting to client requirements while upholding internal quality standards.
- Collaborating closely with cross-functional teams and external vendors, including technical writers, designers, engineers, linguists, QA analysts, DTP specialists, project coordinators, sales and finance teams to achieve project alignment.

PROJECT MANAGER TRANSLATION AND LOCALIZATION, CYRACOM LANGUAGE SOLUTIONS; REMOTE (TUCSON, AZ) — AUG 2018 - DEC 2019

- Managed translation projects for the US healthcare industry.
- Worked with vendors throughout the world - Asia, Africa, Middle East, and Europe.
- Led English > 200 language translation project for an internal mobile app that connects doctors, interpreters and patients.
- Provided best practices to resolve the localization issues for the clients

PROJECT COORDINATOR & WEB DEVELOPER, UTRIP (STARTUP); SAN FRANCISCO, CA — NOV 2017 - JUL 2018

- Designed UIs and co-developed a web application that provides behind-the-scene tourism services using JavaScript, PostgreSQL, AWS.
- Coordinated among designers, engineers, marketers across USA and China.
- Tracked project progress and tackled issues/bugs.

Education and Certificates

Golden Gate University - Project Management, MS plus Audited Business Analytic

Google Career Certificates - Google AI Essentials

Coursera - Generative AI with Large Language Models

Udacity - Full Stack Web Developer Nanodegree

Dalian University - Japanese, International Trade and Economics, B.A

Skills

Human Languages: English, Chinese (Mandarin), Japanese.

Translation and Management Tools: SDL Trados, XTRF, Internal Cloud-based Project Management System, XTM

Technical Skills: HTML, CSS, JavaScript, Python, Front-end Web Development, UX/UI Design

Volunteer

Web designer and developer for a non-for-profit organization “A Story Club”:

<https://www.astoryclub.com/>