

## **Jack McNary**

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### **Education**

University of Colorado, Boulder, CO  
B.A., International Affairs, Minor in Portuguese, December 2014

### **Career History & Accomplishments**

*Account Supervisor*, Straker Translations Ltd., Denver, CO, August 2018-Present

- Responsible for managing ongoing translations for an ITAR Compliant US Defense Contractor, representing a revenue of over 400,000 USD and over 2 million words translated over the course of one year
  - Proofread and edited thousands of pages of technical operations manuals
  - Consistently achieved the internally established target margin of 45%, despite constraints in terms of resources related to ITAR compliance
- Lead contact for the translation of materials for an intensive IT Certificate course, eventually realizing a profit margin of 70%, representing a profit of 70,000 USD
  - Coordinated a team of 10 translators to successfully translate upwards of 30,000 words per week
  - Successfully incorporated complex file types not recognized by our translation platform, which required extensive file manipulation and led to the development of multiple efficiencies in file preparation
  - Facilitated clear methods of communication, made necessary due to multiple end clients
- Lead contact for multimedia projects for a maker of Bluetooth headphones
  - Successfully coordinated the translation, editing, and subtitling of a series of videos into 14 languages
  - Utilized file engineering and internal technology in order to ensure tight turnaround times were met

*Client Services Coordinator*, Straker Translations Ltd., September 2017-August 2018

- Provide service and information to clients including quote processing, document verification, project updates, amid general liaising
- Proofreading of documents translated into and out of English
- Managed a high volume of projects increasing in complexity with time on the job; looked after projects assigned to colleagues as necessary
- Promoted to the position of Account Supervisor in August 2018 based on high performance in the role

*Supervisor, Cheese and Specialty Department*, Alfalfa's Market, Boulder, CO, November 2015-August 2017

- Provided a complete customer experience utilizing extensive product knowledge and accompanying technique, placing emphasis on communicating with the customer to best identify and serve their needs.

### **Volunteerism**

*Volunteer Ski Patrol*, Winter Park Ski Resort, Winter Park, CO, August 2010 – December 2012

- Aided and transported injured guests using first aid and patrol-specific skills
- Responsible for on-mountain maintenance and ensuring mountain safety for guests
- Gained a greater understanding of the value of working under pressure as a team in life-threatening situations

### **What I Offer**

- Excellent communication skills, both verbal and written
- Team player, who enjoys building trust with my colleagues and making the office a fun place to work
- Not afraid to get my hands dirty to take care of difficult work
- Technical prowess with multiple software platforms
- High initiative; resolves issues before they become problematic
- Proficient in reading and comprehension of Portuguese, Spanish and French
- Comfortable in high-pressure situations in and outside of work; have performed original music on several different occasions in front of audiences numbering in the hundreds

### **Interests**

- Well-traveled, with a keen interest in learning about and understanding different cultures
- Frequent collaborator with the Portuguese and Spanish Department at CU Boulder
  - musical performances conducted in Portuguese as part of Brazilian/Portuguese culture events
  - performed translations and audio recordings of lesser-known works of Brazilian Romantic literature
- Avid skier, sports enthusiast, musician and all-around good guy