

ALLAN JAY SCHWADE

"making intuitions legible."

CONTACT

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PORTFOLIO

Writing github.com/schwade/portfolio/tree/master/writing

EDUCATION

2010 – 2013

MA in Linguistics • *University of California, Santa Cruz* • Santa Cruz, CA

2006 – 2010

BA in Linguistics • *Rutgers University* • New Brunswick, NJ • GPA: 3.83

EMPLOYMENT

2015 – Now

1.25 yrs

Document Quality Control • *HiQ Labs, Inc.* • San Francisco, CA

- Executed quality control for internal documents.
 - *Achievement:* Wrote the work instruction for the document quality control process by consulting with the data science team. This facilitated the on-boarding of new QC team members.

2014 – 2015

1.25 yrs

Lead Linguist • *Human Machine Interactions, LLC* • San Francisco, CA

- Conducted a quantitative and qualitative analysis of voice talent data and summarized findings in reports for executive management and clients.
- Recruited and managed a three person team to phonemically verify ~14,000 utterances and prosodically annotate ~2,000 utterances (*Budget:* \$50,000; *Timeframe:* ~3 Months).
 - *Achievements:* Established and maintained the team's best practices through collaborative documents and set-up and supported the document management system for deliverables.

2014 – 2015

1.5 yrs

Business System Analyst • *Santa Cruz Nutritionals, Inc* • Santa Cruz, CA

- Wrote work instructions and white papers for new processes. Enriched existing, exclusively prose-based documentation with intuitive, minimalist visuals.
- Worked with various departments and levels of management to evaluate and improve processes by establishing new data collection procedures and creating performance metrics (KPIs) with that data. Wrote formal reports for executive management summarizing the situation and findings.

PUBLICATIONS

2014

An experimental investigation of the perception and production accounts of loanword adaptation. In H. Huang, E. Poole, and A. Rysling (Eds.), *Proceedings of the 43rd Annual Meeting of the North East Linguistic Society, Volume 1* (pp 103-114). Amherst, MA: GLSA.

AWARDS

2013

Humanities Division Alumni Association Award • *9th Annual Graduate Research Symposium*

Awarded for best oral presentation to non-specialists.

2012

Humanities Division Dean's Award • *8th Annual Graduate Research Symposium*

Awarded for best poster to non-specialists.

SKILLS

Language English (Proficient), Spanish (Conversational)

Technology LaTeX, HTML, CSS, Python, C++, VBA, Microsoft Office Suite, GIT, R

Other technical writing; data collection/analysis/presentation; agile project management