
ALLAN JAY SCHWADE

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 stakeholders.
- 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

- Created 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. Compiled findings and analyses in formal reports for executive management.

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
