


RISSA FUNG

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sugarfins.github.io 



SKILLS

Languages: English (native), Cantonese (native), Japanese (business), Mandarin Chinese (business)

Localization Tools: SDL Trados/WorldServer/TMS, MemoQ, Memsource, Wordfast, XTRF, XTM

Programming/File types: HTML, CSS, Javascript, Python, Markdown, SQL, Java, PHP, Android, iOS, Unity Engine, Godot Engine, JSON, XML, MP4, PO, EPUB

Applications: Asana, Adobe Acrobat/After Effects/Audition/Illustrator/InDesign/Photoshop, Aegisub, JIRA, Microsoft Office, Github, Sigil, Wordpress



EDUCATION & CERTIFICATION

Master of Arts: Translation and Localization Management

Middlebury Institute of International Studies

AUG 2017 – MAY 2019 | Monterey, California

Japanese/English Translation & Interpretation Course Certification

JET Programme Translation & Interpretation Course

SEP 2015 – MAR 2016 | Japan

Six month online correspondence course; one-week seminar in Shiga Prefecture

Bachelor of Arts: Linguistics & Asian Languages and Cultures

University of California, Los Angeles

SEP 2007 – MAR 2012 | Los Angeles, California

Dean's Honor List: December 2008, March 2009

UCEAP Study Abroad: Tsuru University, Japan – January 2010 to July 2010

Japanese Language Proficiency Test Certification - Level N2

DEC 2010



EXPERIENCE

Operations Manager / Software + Media QA

Middlebury Institute Globe Multilingual Services

SEP 2018 – MAY 2019 | Monterey, California

- Created and maintained internal resources and workflow standards for all project managers
- Raised awareness of company work on social media, including blog posts
- Performed software LQA and media FQA; edited Chinese→English termbase

Associate Localization Manager, Intern

SDL, plc.

JUN 2018 – SEP 2018 | San Jose, California

- Oversaw software and marketing localization projects in up to 21 locales end-to-end on tight schedules with as little as 24 hours turnaround
- Communicated between international teams of translators, engineers, QA testers, and DTP & A/V specialists to ensure high quality deliverables
- Managed translation memories and termbases ensuring consistent deliverables
- Created and managed quotes and purchase orders, ensuring up-to-date budgets
- Created graphs and charts to demonstrate project success for a client QBR presentation

English Teacher

Uda City of Board of Education; Japan Exchange & Teaching (JET) Programme

AUG 2013 – AUG 2016 | Uda City, Nara Prefecture, Japan

- Taught with 6 Japanese English teachers: 18 lessons/week to 520 students in 2 middle schools; independently taught English conversation classes to 25 adults
- Engaged 500 elementary school students in 4 elementary schools with original English lessons
- Coached over 40 students participating in city and prefectural English speech contests, including first place winners of the Uda City English Speech Contest 3 years in a row
- Participated in local outreach English events (JETNET) – performed in a musical, hosted cultural booths, and presented on Chinese New Year to multinational audience in Japanese/Chinese/English
- Wrote an engaging bi-monthly Japanese column in the local city newspaper

Customer Service Representative/Bilingual Inventory Clerk

Toyslogic LLC.

NOV 2012 – MAY 2013 | Concord, California

- Translated original product information from Japanese into English for online shop
- Corresponded with Japanese companies on brand sale rights and product distribution

Mandarin Chinese to English Translator, Volunteer

HZGG Fansubs

JAN 2007 – MAR 2009

Translated, as part of an international team, *Princess Returning Pearl 1 & 2*, a Chinese period drama

Mandarin Chinese to English Translator, Volunteer

Sublimes Fansubbing

NOV 2006 – JAN 2009

Translated, as part of an international team, 4 modern Taiwanese dramas for subtitled release within 1 week



LEADERSHIP

President

MIIS Japan Forum

AUG 2017 – MAY 2019 | Monterey, California

Organized monthly events for cultural and language exchange for MIIS students

Room Manager, Volunteer

LocWorld38 & Game Global Forum

OCT 2018 | Seattle, Washington

Prepared conference rooms for panels, facilitated Q&A, and addressed any needs of speakers and attendees

Japanese Liaison / Treasurer

Nara AJET Council

MAY 2015 – MAY 2016 | Nara Prefecture, Japan

- Communicated between local businesses, Japanese festival organizers, and JET participants
- Managed the AJET budget and bank account (containing over 200,000 yen)

Culture Coordinator

UCLA Japan-America Language & Culture Exchange Club

JAN 2008 – DEC 2009 | Los Angeles, California

Created interesting, engaging English and Japanese language activities for weekly meetings