





# RISSA FUNG

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## 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:** Adobe After Effects/Illustrator/InDesign/Photoshop, JIRA, Microsoft Office, GitHub, WordPress



## EXPERIENCE

**Operations Manager / Software + Media QA** | SEP 2018 – MAY 2019

**Middlebury Institute Globe Multilingual Services** | Monterey, California

- Liaised between multiple teams and professors to troubleshoot and address concerns
- Created and maintained internal resources and workflow standards for all projects
- Performed software LQA and media FQA; edited Chinese→English termbase

**Associate Localization Manager, Intern** | JUN 2018 – SEP 2018

**SDL, plc.** | San Jose, California

- Oversaw marketing and software localization projects in up to 30 locales end-to-end on tight schedules
- Communicated with and coordinated 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 of KPIs to demonstrate project success for a client QBR presentation

**English Teacher** | AUG 2013 – AUG 2016

**Uda City of Board of Education; JET Programme** | 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
- Coordinated events and acted as point of contact between local Japanese and JET participants as Japanese Liaison/Treasurer of Nara AJET Council



## EDUCATION & CERTIFICATION

**Master of Arts: Translation and Localization Management** | MAY 2019

**Middlebury Institute of International Studies** | Monterey, California

- MIIS Japan Forum: President – Aug 2017 to May 2019
- LocWorld/Games Global Summit Seattle 2018: Room Manager, Volunteer – Oct 15-19, 2018

**JET Programme Japanese/English Translation & Interpretation Course Certification** | MAR 2016

**Bachelor of Arts: Linguistics & Asian Languages and Cultures** | MAR 2012

**University of California, Los Angeles** | Los Angeles, California

- UCLA Japan-America Language & Culture Exchange Club: Meeting Coordinator Jan 2008 to Dec 2009

**Japanese Language Proficiency Test Certification - Level N2** | DEC 2010