





RISSA FUNG

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[LinkedIn](#) 
[Portfolio](#) 



SKILLS

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

Localization/Project Management Tools: Asana, Trello, JIRA, SDL Trados/WorldServer/TMS, MemoQ, Memsource, XTRF, XTM, Workfront

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

Applications: Aegisub, Adobe Creative Suite, Microsoft Office, GitHub, Squarespace, WordPress



EXPERIENCE

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

Middlebury Institute Globe Multilingual Services | Monterey, California

- Oversaw end-to-end localization of client website and assets
- Established better streamlined internationalization process for future iterations of the website
- Created and maintained internal resources and workflow standards for multiple teams
- 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
- Gathered metrics from bug reports to ensure better vendor performance for future projects
- 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

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