Will Williams

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**PERSONAL DETAILS**

Birth: USA, 1970

Citizenship: Native U.S. Citizen

Mother Tongue: English

**EDUCATION**

2009: **German Translation Professional Certification**

 **New York University, New York, New York, USA**

Completed practical translation coursework in business, law, patents, medicine, and software localization

2009: **Web Technologies Certification**

 **IWA-HWG, Pasadena, California, USA**

Completed website development coursework, including HTML, CSS, JavaScript, and XML

2008: **Localisation Professional Certification (Level 1)**

 **The Institute of Localisation Professionals**

Completed online and onsite coursework in Austin, Texas, on localization topics such as project management and engineering

1992: **Bachelor of Science in German**

 **Pennsylvania State University, University Park, Pennsylvania, USA**

Completed German language studies in accounting, economics, marketing, as well as literature; included study abroad business program at the University of Cologne, Germany

**WORK EXPERIENCE**

**Language Services Contractor (October 2010-Present)**

▪ Coordinate localization projects; perform QA, term extraction, and alignment for translation memory in Trados

▪ Translate and post-edit German-to-English content for various types of media and clients

**Specialist, International TV & Digital Distribution**

**Lionsgate Entertainment, Santa Monica, CA (July 2017-Present)**

▪ Assign localization projects to vendors worldwide, tracking the creation and delivery of assets for features and television series

▪ Assist with locating and retrieval of dubbing tracks and subtitles for current and library titles

▪ Administer purchase orders in SAP, working with Accounts Payable so that invoices are processed in a timely manner

**Production Coordinator, Dubbing Scripts and Subtitles**

**Visual Data Media Services, Burbank, CA (July 2014-July 2017)**

▪ Supervised the accelerated production of all scripting and timed text materials for Disney/ABC TV assets, which included specialized dubbing scripts, subtitles, captions, metadata, and associated documents

▪ Assigned projects to English editors and foreign language translators, scheduling resources specific to project/client needs

▪ Identified and curated localization assets, informing Disney of discrepancies or potential legal or culturally-sensitive issues with content

▪ Tracked costs associated with the localization of materials

**Project Manager, Translation Services**

**CETRA Language Solutions, San Diego, CA (January 2014-July 2014)**

▪ Oversaw translation of online marketing materials from initiation to close, working with various file types such as XML, HTML, RTF, DOC(X), XLS(X)

▪ Processed and formatted files using industry-standard CAT tools, such as SDL Trados Studio, delivering to client specifications

▪ Managed vendors whose backgrounds were appropriate to project needs, adhering to project budgets

▪ Conducted online linguistic and technical tests of localized content

**Project Manager, Localization**

**Scribe Consulting, San Diego, CA (January 2013-January 2014)**

▪ Analyzed web/print materials and software files for translation in CAT tools, created quotes for clients, and scheduled vendors for localization projects, working with Adobe InDesign, Photoshop, Illustrator, HTML, XML-authored files

▪ Performed linguistic/technical QC and output final deliverables using current industry-standard tools

**Account Manager, Subtitling and Localization**

**Deluxe Media, Burbank, CA (October 2004-October 2010; September 2011-January 2013)**

▪ Managed subtitling/captioning processes for broadcast, BD/DVD, digital cinema DCPs, and online platforms from planning to delivery, acting as point of contact between studio clients, worldwide production teams, engineering, authoring, and finance

▪ Liaised with the scripting group on a combined scripting/subtitling workflow for accelerated broadcast projects, also assisting with dubbing script and metadata (creation, proofing, and annotation) and archival of materials

▪ Developed and educated teams on QC guidelines that addressed clients’ needs and balanced them with our own internal quality standards

▪ Helped troubleshoot linguistic and technical issues, working with production groups on simplifying procedures and promoting the use of best practices on all deliverables

**Accounting Coordinator, Disney Corporate Travel / Accounts Payable Clerk, Disney Studios**

**The Walt Disney Company, Glendale, CA (1999-2004)**

▪ Reconciled business travel spend accounts for Disney and Miramax film productions

▪ Ensured on-time payment of studio invoices by working with vendors and various Disney departments to resolve discrepancies found between invoices and company purchase orders

**Coordinator, Spouses’ Course ESL Program / ESL Instructor**

**English Language Institute - University of Pittsburgh, Pittsburgh, PA (1994-1997)**

▪ Selected and trained new instructors to teach English as a Second Language

▪ Interviewed international students to determine course-level placement

▪ Planned and taught lessons in English grammar, composition, and speech

**SKILLS & EXPERIENCE**

▪ Language CAT/Localization Tools: SDL Trados Studio, SDL Passolo, SmartTranslate

▪ Subtitling and Captioning Tools: Swift, Sfera

▪ Translation Project Management: Plunet

▪ Web Technologies: HTML, CSS, JavaScript, XML, Dreamweaver

▪ XML Content Authoring Tools: MadCap Flare and Lingo

▪ Desktop Publishing Tools: Adobe InDesign, Illustrator, Photoshop

▪ Microsoft Office: Word, Excel, Outlook