

Isabelle Setti

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LOCALIZATION SKILLS

- Brazilian Portuguese (native); English (fluent)
- CAT Tools: MemoQ, Trados, Wordfast, OmegaT
- Project Management: XTRF, WorldServer, Memsource, ProjectLibre, Beyond Compare
- TMS: WorldServer, Memsource, XTRF

EDUCATION

Middlebury Institute of International Studies at Monterey (MIIS) Monterey, CA
Master of Arts in Translation and Localization Management May 2016 (expected)
Relevant Coursework: Localization Project Management, Computer Assisted Translation Tools,
Tools for Project Management, Website Localization, DTP, TMS, Advanced Business
Applications, and Software and Game Localization.

State University of the North of Paraná Jacarezinho, Parana, Brazil
Bachelor of Arts in History December 2011

PROFESSIONAL EXPERIENCE

Globe Center – Middlebury Institute of International Studies at Monterey Monterey, CA
Project Manager August 2015-Present

- Coordinate the localization efforts for multiple projects into Brazilian Portuguese.

Kiva San Francisco, CA
Review and Translation Program Intern May 2015-Oct 2015

- Test the new translation and dashboard platforms. Responsible for reproducing the bugs reported by the volunteers and find new bugs, and filling a ticket on Jira.
- Manage over 400 remote volunteer translators and editors around the world.
- Created content and coordinated monthly volunteer newsletter.
- Tracked and monitored volunteer engagement statistics using Pentaho software.

State School Oswald de Andrade Sao Paulo, Brazil
Elementary School History Teacher 2012

- Prepared a comprehensive annual class teaching plan.
- Part of a team of teachers that coordinated a specific day dedicated to Modern Art Week; this included the complex scheduling of students, classrooms, and resources to purchase.
- Communicated with parents on an ongoing basis and during scheduled quarterly meetings; worked with parents to resolve an assortment of issues.

LEADERSHIP

VP of Public Relations, VOX Toastmasters International San Jose, CA
Aug 2014-Feb 2015