

Phil Karagoulis

(517) 488-1234 — pkaragoulis@gmail.com

Translation & Localization Specialist

Motivated, dedicated leader and team player | Exceptional communication and presentation skills | Analytical approach to solving problems | Pro-active with ability to assess and initiate independently

Languages: English, Chinese (Mandarin), French, Spanish

EXPERIENCE ...

Freelance Translator, CA USA

Translator | Jun 2019 – Present

- Performs text translations from Chinese (simplified & traditional), French and Spanish into English
- Able to translate 2000+ words / day using CAT tools to increase accuracy and efficiency
- Takes a practical approach to translation, focusing on meaning and register rather than direct, word-for-word translation in order to improve comprehensibility in target language
- Uses existing knowledge as well as research skills to accurately translate a wide variety of topics

Chassis Brakes International, MI USA

Supplier Project Manager | Jul 2018 - Aug 2019

- Used Mandarin, French and Spanish abilities to communicate with global suppliers & team members
- Managed supplier sourcing and production readiness
- Ensured that suppliers are meeting our/customer's needs (PPAP submission, shipping deadlines, up-to-date audit documentation, etc.)

Yazaki North America, Canton, MI USA

Engineering Change Coordination Specialist | Mar 2016 - Jul 2018

- Used Mandarin and Spanish language abilities to perform on-site training and production preparation audits at our Chinese and Central American factories
- Reduced wire harness manufacturing issues at one of our plants by 95%
- Designed programs to increase efficiency in tracking manufacturing deliverables and resolution of issues
- Lead weekly engineering coordination meetings with engineering and manufacturing groups

HESS International Language Group / Kojen English Schools, Taiwan

English Teacher | Jan 2014 – Feb 2016

- Taught native Chinese-speaking students to read, write and speak English
- Created lesson plans to help students learn English grammar and conversational skills
- Edited and analyzed essays written by non-native English-speaking students

EDUCATION ...

Middlebury Institute of International Studies; Monterey, CA USA

Pursuing MA in Translation & Localization Management | Expected Graduation: May 2021

Grand Valley State University; Allendale, MI USA

BA in Chinese Studies | Apr 2013

Technical skills: Adobe Photoshop, Adobe Illustrator, Trados, Memsource, MS Excel, MS PowerPoint, MS Word

Certifications:

- Microsoft Excel Lvl. 3 Training Certification
- Steering Committee for the test of Proficiency-Huayu, Taiwan - Test of Chinese as a Foreign Language (TOCFL) Level 4