

# Kevin Jones

207-2 Regal Rd., Toronto, Canada M6H2J4



(416)-801-5683



kos.jones@gmail.com



## Profile

Passionate, multi-talented translator and technical/copywriter with experience in subtitling, workplace training, project management and airline customer service. A highly adaptable, motivated learner with a focus on improving efficiency and finding effective solutions to wide-ranging problems. Excellent communication and relationship-building skills, with a passion for working in diverse teams and a keen sense for ensuring all opinions and ideas find their place at the table of any given task or project. Bilingual, detail-oriented, and well-versed in a variety of common software and IT tools.

## Relevant Experience

### Translator/Subtitling

JAN 2019 – PRESENT

- Certified translator (language pair: Brazilian Portuguese/English)
- Subtitling experience, working primarily in the Subtitle Workshop software
- Specialized in the translation, transcription, and subtitling (spotting) of film/television, advertising, workplace training and educational videos.

### Flight Attendant – Air Canada, Toronto ON

JAN 2017 – CURRENTLY LAID-OFF DUE TO COVID-19

Responsibilities:

- Performed regular verification of cabin and emergency safety equipment
- Provided onboard announcement translation and communication with passengers in foreign route language, when applicable/necessary
- Conducted First Aid in medical emergencies
- Worked with constantly rotating teams in an incredibly time-sensitive and unpredictable environment
- Engaged in conflict resolution and de-escalation
- Provided customer service, including meal preparation and delivery
- Organized aircraft evacuation and other safety measures in emergencies

### Production Lead / Copywriter – Nevada Learning Series, Toronto

OCT 2010 – DEC 2016

Responsibilities:

- Production of IT software/hardware training material in print and video
- Managed a team of content writers, editors and software specialists
- Maintained long-standing relationships with contacts at a number of global corporations, and American and Canadian government agencies
- Assisted clients in change management through the creation of personalized communication documents and related instructional material

## Education

### Translation Training Program, MCIS Language Solutions, Toronto

MAY 2020 – AUG 2020

Translator Training Certificate  
(Portuguese from/into English).

- Experience: video subtitling, general/community translation and website localization

### Certificate of Photography, Ryerson Polytechnic University, Toronto

SEP 2009 – JUN 2014

### Bachelor of Arts - English Literature, University of Toronto

1998 – 2002

### Portuguese Language Studies, PUC- RJ, Rio de Janeiro

2003 – 2004

## Professional Training

- Toronto Shelter Standards (TSS)
- Workplace Violence and Harassment Prevention (WVHPP)
- First Aid and CPR
- Hazard Prevention Program (HPP)
- Transportation for Persons with Disabilities Regulations (ATPDR)
- Food Safety

## Skills

- Home care experience
- Customer service
- Project management
- Translation, editing and proofreading
- Copywriting/Technical writing
- **Computer skills:** Microsoft Office, Adobe InDesign, Photoshop, Premiere

## Languages

English (native)

Portuguese - Brazil (high proficiency)