

Richard Andrew Zay II

Translator / Translation Project Manager

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PROFESSIONAL SUMMARY

Translator

- Over 7 years of experience
- Native U.S. English speaker
- Fluent in the German language
- SDL Trados Studio 2021 user

Translation Project Manager

- Over three years of experience
- Well-versed in CAT programs project capabilities
- A deep understanding of the translation project lifecycle
- Customer-oriented

EXPERIENCE

FOUNDER

Jul 2020 - present | Zay Language Services, Lemiers, Netherlands

As a self-employed Translation Project Manager and translator, I have acquired various steady clients and am counting to grow my business. Starting a translation service provider company has given me insight into the best ways to ensure client acquisition and satisfaction.

HEAD OF TRANSLATION

Mar 2019 - Jul 2020 | bc GmbH & Co. KG, Würselen, Germany

In this role, I coordinated an internal and external translation team to ensure the bike-components.de website was translated and localized in English, Spanish and French.

MARKETING MANAGER / ENGLISH TRANSLATION

Oct 2015 - Mar 2019 | bc GmbH & Co. KG, Würselen, Germany

As a Marketing Manager, I ensured that all German language campaigns were localized in English and launched in a timely manner. As an English translator, I translated all of the marketing campaigns, product descriptions and social media posts.

ENGLISH TEACHING ASSISTANT

Sep 2014 - Jul 2015 | Fulbright Scholar Program, Burg bei Magdeburg, Germany

As an English Teaching Assistant, I taught German high school students from 14-18 years old. Here, I ran my own classes and contributed to the overall education of the students.

EDUCATION

BACHELOR OF ARTS IN GERMAN LANGUAGE AND CULTURE

New College of Florida, Sarasota, Florida | Graduated in 2014

PROJECTS

BC GMBH & CO. KG WEBSITE LOCALIZATION

In my role as Head of Translation at bc GmbH & Co. KG, I organized internal and external translators for the complete localization of the bike-components.com website into three languages.

Milestones met:

- Over 20,000 product descriptions translated
- All subpages localized
- Real-time marketing campaign localization
- Social media posts translated
- Blog posts translated

This project was ever-evolving and every day saw new translation needs that were met on time and presented accurately for the Spanish, French and English markets.

HERMANN HARTJE KG WEBSITE LOCALIZATION

For this project, I coordinated freelance translators in over 5 different languages for various eCommerce translations including:

- Websites
- Blog posts
- Newsletters
- Service manuals

Any German to English content required, I translated myself.

CERTIFICATIONS

GOOGLE PROJECT MANAGEMENT CERTIFICATE

<https://www.credly.com/badges/64ccf89c-39ae-49ab-8815-b7c207ad6cf9>

The Google Project Management Certificate includes the following certifications:

- Foundation of Project Management
- Project Execution: Running the Project
- Project Initiation: Starting a Successful Project
- Project Planning: Putting It All Together
- Agile Project Management
- Capstone: Applying Project Management in the Real World

This certificate broadened my understanding of Project Management and it expanded on my skills to make me a better project manager.

SKILLS

WELL-VERSED IN PROJECT MANAGEMENT TECHNIQUES STRONG COMMUNICATION AND LEADERSHIP SKILLS
COMPREHENSIVE KNOWLEDGE OF SDL TRADOS STUDIO AND MULTITERM ABILITY TO WORK COLLABORATIVELY
ACCURATE AND LOCALIZED GERMAN TO ENGLISH TRANSLATIONS