

Bryan Christopher

Baltimore, MD

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HIGHLIGHTS OF QUALIFICATIONS

- An educated, detail-oriented Translator/Proofreader/ Copy Writer Master's Degree in French Literature, Spanish sociology. Fluent with translation/ copy – writing, editing & proof reading for Major European languages.
- Experience teaching Spanish as a second language at college level. French & Portuguese projects have been taught as additional languages.
- Excellent communicator, multi-lingual, native English speaker, fluent in Spanish, French & Portuguese.
- Proficient with SmartCat, Google Translator Toolkit, and Wordbee. Some experience in other CAT tools such as Trados and Smartling.
- Proficient in the MS Office Suite: Outlook, Word, PowerPoint, Excel, and Publisher
- Fast learner and works well under pressure
- Autonomous and capacity to work under minimal supervision
- Patient and courteous with a focus on providing superior customer service.

EMPLOYMENT HISTORY

Freelance Translator, Proofreader and Copy Writer (2004- to present)
Baltimore MD.

Scope: Find and retain new clients to develop business.

- Translated (English to French, French to English, Spanish to English, English to Spanish, Portuguese/ German/ Italian/Russian to English) and proofread texts (fiction and non-fiction) in a wide variety of fields: sales and marketing, IT, financial, legal, light and heavy industries, education, food labelling, beauty, environmentally friendly products, product descriptions for clothing, food, and home products, etc.
- Developed a training manual for a non-English speaking clientele to learn multi - Languages for children and adults.
- Wrote articles for blogs and website on topics such as cooking, man fashion, HR, starting a business, deck and fence building, paving.
- Wrote short stories published as an e-book.

Accomplishments:

- Has a rate of return customer of about 90 %.
- Was selected to translate a monthly online magazine and work with that client until the French version the magazine was discontinued.
- Is known for accuracy and meeting deadlines

Spanish/French Teacher Assistant (2015-2017)
Sacred Heart Academy, Marystown, NL

Scope: Worked with teachers to develop activities and support students who required additional assistance. Assisted teachers in class as needed.

Accomplishments:

- Developed and assisted Grade 5 teacher in delivering the grammar program in French/Spanish.
- Independently developed activities for various levels: reading comprehension, writing, grammar, listening activities, games, and fun activities.
- Provided support to students requiring assistance in European Languages

Training Analyst (2009-2016)

Nexen, Long Lake Site, Anzac, AB

Scope: Was responsible for the tracking, logistic, and offering of soft skills and other HR related training for over 450 employees. Also, took part in volunteering activities within the company such as United Way Workplace Campaign as a chair or co-chair for three years in a row.

- Delivered Integrity Workshop, myGPS (learning management system) training
- Created job aids for systems such as Outlook, the Scheduler (in-house scheduling tool) and myGPS (learning management system)
- Developed United Way workplace campaign and Wellness Challenge web pages using Lotus Notes and company guidelines

Accomplishments

- Increased compliance to mandatory training by about 30% by closely monitoring completion and implementing communication and training plan
- Streamlined and standardized New Hires Orientation planning process by implementing routine tasks and checks and focusing on communication with stakeholders, then documenting in detail the process for an easy transition.
- Led United Way campaign, achieving 149% of set goal by chairing meetings twice weekly and ensuring that all volunteers stayed focus on the task at hand.