

Ronald M. Kimmons

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SUMMARY

Multilingual and adaptable MBA graduate with strong foundations in business principles and economics. Exposure to and knowledge of emerging markets (Asia and Latin America). Creative thinker with impeccable writing skills. Strong public speaker fluent in Mandarin and skilled in three other foreign languages.

PROFESSIONAL EXPERIENCE

Translation Project Coordinator – Asian Languages, January 2014 to Present

UNIVERSE TECHNICAL TRANSLATION, Houston, Texas

- Coordinate all localization projects involving Asian languages, as well as all English transcription projects.
- Meet strict deadlines and ensure quality standards by coordinating translation projects.
- Maintain communications with clients and linguists to clarify project expectations, adapt to changing needs, follow up on concerns, and deliver projects.
- Recruit new linguists: tripled number of active linguists for some Asian languages during first year of work.
- Negotiate rates with freelancers.
- Ascertain the parameters and nature of projects to judge which linguists to send them to.
- Handle communications and tasks for up to a dozen jobs across multiple languages during the same period.
- Utilize specialized tools to prepare documents for translation (OCR, word counts, document conversion, etc.).
- Assist in the issuance of job quotes by ascertaining proper word counts, level of difficulty, etc.
- Build and maintain translation memories (Trados) to expedite future translation projects.
- Translate, transcribe, and edit documents personally as needed.
- Assist with projects for non-Asian languages as needed.

Business Strategy Intern, 2013

HULT INTERNATIONAL BUSINESS SCHOOL, Cambridge, Massachusetts

- Assisted chief academic officer in researching the use of games and simulations in education.
- Issued recommendations for further integration of games and simulations into Hult's curriculum.
- Created text-based educational game *Chief of State*, which teaches concepts of economics in the realm of public policy, as an example of what professors can produce without programming.

Freelance Translator and Interpreter, 2006 to Present

Various companies, including SCHREIBER, TOLINGO, ONEHOURTRANSLATION.COM, and ALPHA CRC

- Preferred translator for various companies' Chinese > English and Spanish > English projects.
- Translate legal cases, articles of association, government documents, clinical trial documentation, and other documents relating to business, finance, economics, law, medicine, entertainment, and literature into English from Chinese, Spanish, Portuguese, and Indonesian.
- Interpreted for Chinese engineers servicing projection equipment in the United States for four months in 2006.

Freelance Business Writer, 2008 to 2012

Various companies, including MICROBENEFITS, CANDOFINANCE.COM, and FINANCESTORE.COM

- Recruited and managed a team of writers to produce content for larger projects.
- Consulted with MicroBenefits (Weibang Fuli) CEO Cannon Kuch to prepare marketing materials for the company's expansion into China.
- Researched and developed various business- and finance-related books and guides, including ebooks for Curated Text (such as *Business Legal Structures*) and a textbook entitled *Business Mandarin*, which is available at Amazon.com.
- Wrote content for publications targeting entrepreneurs, business professionals, and investors.

Client Record Clerk, 2010

REYNOLDS & REYNOLDS, Houston, Texas

- Maintained auto dealership client records.
- Liaised with clients.

EDUCATION

Master of Business Administration (MBA), August 2013

HULT INTERNATIONAL BUSINESS SCHOOL, Cambridge, Massachusetts

- Six-week project for pharmaceutical company Sanofi to develop five-year growth and expansion strategy.
- Member of Hult Asian Business Club.
- Recipient of Bertil Hult Scholarship.

Courses in Economics, May 2011

UNIVERSITY OF HOUSTON, Houston, Texas

- Two full semesters of economics coursework in preparation for graduate studies.
- Gained skills in statistical analysis.

Bachelor of Arts – Dual Majors: Chinese and English, December 2009

BRIGHAM YOUNG UNIVERSITY, Provo, Utah

- Translated a Chinese play based on *Hamlet* into English.

CERTIFICATIONS

Certificate of Social Media Marketing, April 2015

UDEMY and SO-ME ACADEMY

- Online course covering strategies for all major venues.

VOLUNTEER/SERVICE EXPERIENCE

English Instructor, 2015 to 2016

- Taught English as a service.

Chinese Instructor, 2011 to 2012

La Serena, Chile

- Taught Mandarin to native Spanish speakers as a service.

Full-Time Missionary, 2004 to 2006

Kaohsiung, Taiwan

- Served as district leader over five other missionaries.
- Taught English as a service.

FOREIGN LANGUAGES

Chinese (Mandarin) – Fluent (literate in both simplified and traditional characters)

Spanish – Conversational and reading proficiency

Portuguese – Reading proficiency

Indonesian – Reading proficiency

LinkedIn Profile: <http://www.linkedin.com/pub/ronald-kimmons/28/39/566/>