

# Jingyi Isaacs

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## Experience

**LOCALIZATION PROJECT MANAGER FOR LIFE SCIENCES (RI), RWS; SAN FRANCISCO, CA — JAN 2020 - PRESENT**

- Planning and managing complex medical device localization projects from quoting to delivery, ensuring on-time, on-budget completion.
- Addressing client needs by offering consultation on source file design for optimal localization practices, identifying and mitigating risks, and adapting to client requirements while upholding internal quality standards.
- Collaborating closely with cross-functional teams and external vendors, including technical writers, designers, engineers, linguists, QA analysts, DTP specialists, project coordinators, sales and finance teams to achieve project alignment.

**PROJECT MANAGER TRANSLATION AND LOCALIZATION, CYRACOM LANGUAGE SOLUTIONS; REMOTE (TUCSON, AZ) — AUG 2018 - DEC 2019**

- Managed translation projects for the US healthcare industry.
- Worked with vendors throughout the world - Asia, Africa, Middle East, and Europe.
- Led English > 200 language translation project for an internal mobile app that connects doctors, interpreters and patients.
- Provided best practices to resolve the localization issues for the clients

**PROJECT COORDINATOR & WEB DEVELOPER, UTRIP (STARTUP); SAN FRANCISCO, CA — NOV 2017 - JUL 2018**

- Designed UIs and co-developed a web application that provides behind-the-scene tourism services using JavaScript, PostgreSQL, AWS.
- Coordinated among designers, engineers, marketers across USA and China.
- Tracked project progress and tackled issues/bugs.

## Education and Certificates

Golden Gate University - Project Management, MS plus Audited Business Analytic

Google Career Certificates - Google AI Essentials

Coursera - Generative AI with Large Language Models

Udacity - Full Stack Web Developer Nanodegree

Dalian University - Japanese, International Trade and Economics, B.A

## **Skills**

Human Languages: English, Chinese (Mandarin), Japanese.

Translation and Management Tools: SDL Trados, XTRF, Internal Cloud-based Project Management System, XTM

Technical Skills: HTML, CSS, JavaScript, Python, Front-end Web Development, UX/UI Design

## **Volunteer**

Web designer and developer for a non-for-profit organization “A Story Club”:

<https://www.astoryclub.com/>