

# Kyle Chow

Knowledge Seeker & Results Driver • Los Angeles, CA • [kylechow110n@gmail.com](mailto:kylechow110n@gmail.com) • [LinkedIn](#) • [E-Portfolio](#)

## » Skills

- Language: English (native), Japanese (business fluent, JLPT N1 certification)
- Translation Technology: SDL Trados, Phrase (formerly Memsourc), memoQ; XTM, Worldserver
- Programming: JavaScript, C#, Python, PowerShell
- Other Software: Confluence, Jira; GitHub; Microsoft Excel (proficiency in data analysis, including Power Tools), SQL; Adobe After Effects, Premiere Pro, Photoshop, Illustrator, InDesign

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## » Education

**Middlebury Institute of International Studies at Monterey** Aug 2021 – May 2023  
*M.A. in Translation and Localization Management* Monterey, CA  
Relevant Courses: Audiovisual Localization, Translation Technology, Localization Project Management, Games Localization, Data-Driven Localization, JP/EN Written & Sight Translation

**Rice University, B.S. in Chemistry** Aug 2015 – May 2019  
Honors: *Summa Cum Laude* Houston, TX

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## » Professional Experience

**NIS America** August 2023 – Present  
*Localization Coordinator* Santa Ana, CA

- Coordinate game localization projects with developers in Japan and internal producer team
- Facilitate adoption of new translation management system (memoQ) by training global teams
- Automate tasks such as QA checks and file prep with Powershell scripting and regular expressions
- Drive process documentation efforts in Confluence for standardization of company systems

**Procore Technologies** April 2023 – August 2023  
*Globalization Project Coordinator (Contract)* Remote Work

- Reported to the Vice President of Global for Procore Technologies
- Managed globalization roadmap schedules for Regional Vice Presidents
- Coordinated globalization quarterly reviews
- Managed cross-functional stakeholders to connect globalization projects & releases into timelines

**Idem Translations** May 2022 – Aug 2022  
*Localization Project Management Intern* Palo Alto, CA

- Managed quotes, terminology, global linguist team coordination, and QA for projects in adherence with life science regulatory standards for triple ISO-certified language services provider
- Facilitated localization of many file types through different workflows with translation technology
- Led effort to improve quality and productivity of subtitling workflow

**Lionbridge** Feb 2020 – Sep 2021  
*Search Engine Rater* Remote Work

- Analyzed and provided feedback on web pages and images using a machine learning system for Fortune 100 company according to quality standards requiring advanced internet expertise
- Utilized knowledge of language traits and culture for analytic purposes

**KIPP Connect Middle School** July 2019 – Jan 2020  
*Graduate Teaching Fellow* Houston, TX

- Presented daily lesson plans to 5<sup>th</sup> grade math classes based on self-designed scope and sequence
- Developed classroom management and content delivery skills through interactive online classes
- Inspired student attention by incorporating students' personal interests into teaching materials

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## » Other Experience

### ROAR Localization Magazine

May 2022 – May 2023

*Project Manager*

Monterey, CA

- Created and documented processes for pushing out monthly online localization magazine issues
- Managed weekly meetings with magazine team to delegate tasks and set deadlines
- Set up data tracking system for social media metrics to assist in strategizing magazine direction

### **Middlebury Japanese Culture Club**

August 2021 – May 2023

*President, Co-Founder*

Monterey, CA

- Managed administration team by running weekly meetings and delegating tasks in Confluence
- Planned and implemented events related to Japanese culture and networking
- Coordinated outreach for club events such as guest speaker series featuring Japanese professionals

### **Rice in Japan 2017 & 2018**

May – June 2017; May – June 2018

*Participant; Teaching Assistant*

Tokyo, Japan

- Wrote and executed bilingual lesson plans in a class for second-year Japanese Rice students
- Utilized Japanese-English translation for teaching exercises with authentic materials
- Led discussions as a TA to reflect on Japanese and American cultural differences
- Served as a Japanese-English interpreter for an American group at a Tokyo earthquake center

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## » Projects

### Making Scrabble Multilingual in C# with GitHub Collaboration

Fall 2022

- Internationalized a Scrabble C# Implementation into Japanese, French, and Simplified Chinese
- Managed translation of software strings with the translation management system Phrase
- Addressed various localization challenges associated with software projects

### Translation Management System Comparison

Spring 2022

- Simulated business requirement analysis to select a translation management system (TMS)
- Compared TMS features based on usability for subtitling project purposes

### Building and Localizing a Website

Spring 2022

- Developed and localized a Wordpress site in en-US and ja-JP
- Utilized plugins to export/import page contents between Content Management System and Phrase

### Neural Machine Translation (NMT) Pilot Project

Spring 2022

- Estimated resources required to train NMT engine on Zelda games for ja-JP into en-US
- Utilized Microsoft Custom Translator and Systran to conduct iterative training
- Evaluated MT quality using a combination of BLEU score analysis and human evaluation

### Audiovisual Localization of a Japanese Show Segment

Spring 2022

- Localized quiz show segment from ja-JP into en-US using Adobe After Effects and Premiere Pro
- Transcreated Japanese text and adapted visual elements for engaging viewer experience

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## » Activities/Honors

**MIIS Localization Case Competition, Finalist**

2023

**Japanese Language Proficiency Test, N1 Certification**

2023

**GlobalSaké, Ambassador (assist in facilitating localization industry events)**

2022-present

**Houston Japanese Speech Contest, University Level, 1<sup>st</sup> place**

2019