

Anne Tran

Translation & Localization Management

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EDUCATION

Middlebury Institute of International Studies

M.A. Candidate in Translation and Localization Management

Monterey, California

Expected Graduation: May 2025

University of Central Florida

B.S. in Aerospace Engineering

Orlando, Florida

December 2019

WORK EXPERIENCE

The Florida Mall – Character World/Pop Culture

Sales Associate

Orlando, Florida

August 2021 – July 2023

- Operated point-of-sale transactions providing welcoming customer service skills and consistently exceeded daily sales targets by 20% on average resulting in increased revenue for the store.
- Managed in-store merchandise focused on international pop culture goods, arranging neat displays to optimize customer engagement leading to improved customer feedback ratings.
- Achieved 100% output of newly arrived items by the next day, ensuring timely availability of the latest products to meet customer demand.
- Maintained an organized system of storing inventory to reduce risk factors and improve time management for back-end and front-end workflow, reducing lag time by at least 50% for all team members.

Hernon Manufacturing, Inc.

Quality Assurance Lab Assistant

Sanford, Florida

July 2015 – February 2020

- Updated safety data sheets for 300+ finished products, ensuring full OSHA/GHS compliance with lab specifications.
- Facilitated translating documents into multiple languages including French, Spanish, German, and Italian supporting international compliance efforts and improving accessibility for non-English-speaking stakeholders.
- Created comprehensive documentation, including work instructions and flow charts, to streamline manufacturing processes for multiple departments and reduce query management time.
- Performed FTIR scans on product batch samples, contributing to quality assurance procedures and data analysis.

LEADERSHIP & SERVICE

Nihongo Kenkyukai (Japanese Language Club)

President

Orlando, Florida

2018 – 2019

- Served on a team of 5 as president of the newly formed student organization at the University of Central Florida.
- Organized club meetings 2-3 times a week each academic school semester with an average attendance of 20 students.
- Planned worksheets, activities, and cultural presentations to engage students in their language-learning process.

Japan Florida Group, Inc.

Lead Volunteer Coordinator

Orlando, Florida

2018 – Present

- Facilitate college campus tours for groups of over 100 visiting Japanese students on study-abroad trips.
- Japanese-English conversation partner over language tables with visiting students on tour.
- Coordinate volunteers annually to assist in events for guided tours and cultural exchange activities.

PROFESSIONAL DEVELOPMENT CERTIFICATIONS & SKILLS

- Languages: English (native), Japanese (JLPT N3 certified)
- Familiar with ISO manufacturing standards and OSHA 30-Hour certified
- Microsoft Office Products (Word, Excel, PowerPoint, etc.)
- CAT Tools (SDL Trados, memoQ, Phrase, XTM), translation memories, and terminology bases.
- Engineering Tools (MATLAB, AutoCAD, SolidWorks)
- Data Analysis and Visualization Tools (Power BI, SQL, Tableau)
- Member of Women in Localization