

Allison Bryant

German > English, Japanese > English

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Tamlyn Translations, LLC., Owner

2009 – Present

- Services Offered:
Translation, Terminology Management, Document Re-creation, Multilingual Desktop Publishing, Proofreading, Editing, Interpreting, Sight translation, Project Management
 - Areas of Specialization:
Medicine, Cardiology, Pharmacology, Clinical Trials, Medical Shorthand, Herbal Medicine, Technology, Transportation, Green Energy/Resources/Architecture, Science, Biology, Zoology
 - Advanced Computer Skills:
Wordfast Pro, SDL TRADOS Studio 2011 / 2014 / 2015, Star Transit NXT, MemoQ, Microsoft Office, Adobe Acrobat Pro, Abbyy FineReader, Adobe Photoshop, Adobe InDesign, HTML
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EXPERIENCE

InterChez Translation Services, Project Management Intern

2012 –2013

- Designed and implemented department-wide electronic content management systems and procedures
- Managed project management including multilingual DTP, translation, interpreting, and pre- and post-translation document editing and format cleanup
- Drafted and updated multiple centrally-organized databases for client and linguist information
- Managed incoming translator and interpreter applications as well as client communication and quotes
- Adapted current quality assurance procedures to continually meet the highest standards
- Created new interpreter orientation materials and oversee mandatory orientations for all new interpreters
- Translated and edited German technical, business, medical, travel and terminological documents

Home Health Care of America, Intern

2010 – 2012

- Interpreted and translated medical histories, documents and home nursing visits on an as-needed basis for medical staff and patients
- Assisted with inputting hand written medical charts into computer system, meeting and exceeding company and government standards in quality assurance

University of Massachusetts Transit Services, VIP Fieldtrip Driver & Supervisor

2004 – 2010

- Singled out by upper management for multiple consultations, special trips and informational meetings for international and limited English groups
 - Directed multi-day/multi-driver tours for international groups with courtesy, professionalism, and cultural awareness
 - Coordinated operator and company needs based on day-to-day scheduling requirements
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EDUCATION

Kent State University, GPA 4.00

May 2013

M.A. in German Translation

University of Chicago – Graham School

July 2011

Translation Studies Certificate

University of Massachusetts Amherst

May 2009

Bachelor of Arts in German and Japanese

Certificate: General & Medical Language Interpreting

Study Abroad Experience

- **Kwansei Gakuin**, Nishinomiya, Japan

2006 – 2007

- **Universitaet Heidelberg**, Heidelberg, Germany

2004 – 2005

MEMBERSHIPS

American Translators Association

Kent Lingua – Former Webmistress
and Graduate Student Senate
Representative