

Alex L. Tinsley

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Summary & Objectives

Experienced translation professional with over 15 years of translation, interpretation, and language instruction experience seeking freelance assignments in translation and interpretation. Committed to excellence in speed and accuracy. Through extensive time spent in Europe and Asia, possess an intimate understanding and sensitivity to traditions and cultural nuances that will assure accurate, translation and interpretation. Excellent verbal and written communication skills and highly proficient with most productivity software in both Mac & Windows environments. Professional experience and expertise in social science, education, technology, fashion & apparel, lumber & building materials, manufacturing, sports & fitness, and outdoor recreation industries.

Skills & Qualifications

- ✓ 15+ Years Translation & Interpretation
 - ✓ B Language Level, German
 - ✓ C Language Level, Japanese
 - ✓ Native English Speaker
 - ✓ Ad Hoc & Consecutive interpretation
 - ✓ Liaison Interpretation
 - ✓ Native-check proofreading & revision
 - ✓ Business Correspondence & Report Writing
 - ✓ Articulate Verbal Communication Skills
 - ✓ Advanced Computer skills
 - ✓ Desktop Publishing
 - ✓ Project Management
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Professional Experience

World Language Teacher | St. Vrain Valley School District Longmont, CO: 2002 – 2010
Longmont High School (LHS)

- Hired to take over struggling German language program and increased enrollment by 50% in the first two years
- Implemented a Japanese language program in 2003 and expanded course offerings from a basic introductory course to a full four-year program by fall, 2007
- Researched and implemented new technologies and instructional strategies resulting in greater student achievement
- Served on committees for the adoption of district-wide World Language Teaching Standards
- Promoted, organized, and led cultural exchange opportunities and overseas excursions for students

Principal / Owner | Seamark International Boulder, CO: 1999 – 2002
International trade & cultural liaison company

- Provided *complete-care* language and logistical support to Japanese delegations conducting affairs in the western United States
- Managed vendor-client relations and facilitated all communication, written and verbal, between Japanese importers and U.S. manufacturers in the cycling and outdoor sports industries
- Provided ad hoc, liaison, and consecutive interpretation services to U.S. and Japanese companies at industry tradeshows, product presentations, and purchase negotiations
- Translated business correspondence, corporate ID documentation, product descriptions, contracts, and invoices from Japanese to English and English to Japanese
- Mediated on behalf of professional athletes and sports promoters at international competitions and exhibitions

Senior Buyer / Export Sales Manager | Orange Point Inc.

Burbank, CA: 1995 – 1999

Japanese Export & Trading Company

- Sourced new products and introduced Japanese clients to U.S. vendors and manufacturers
- Facilitated initial contract negotiations and between Japanese industry executives and US vendors
- Managed all purchasing, consolidation, and export of products to Japan
- Translated all vendor documentation into Japanese, including contracts, invoices, product descriptions, and routine business communication
- Led delegations of Japanese industry representatives on product research and purchasing missions throughout North America
- Provided consecutive interpretation for product presentations and purchase negotiations at industry tradeshows

Curriculum Consultant | Aomori Prefecture Board of Education

Aomori, Japan: 1988 – 1991

Japanese Ministry of Education

- Participated in a nation-wide program committed to the ongoing refinement and improvement of English language education in Japan
- Assisted Japanese teachers of English in the development and revision of English language curriculum and instructional methods
- Developed and modeled student-centered instructional methods at local and national education conferences and seminars
- Sourced and implemented state-of-the-art language lab technology to be used as a prototype and model for future technology implementation

Education & Training

B.A. German Studies / Geography | California State University
Certificate in International Trade | World Trade Center

Northridge, CA: 1995
Denver, CO: 2001

Additional Skills

Computer

- OS: Windows, Mac
- Productivity: MS Word, Excel, PowerPoint, Access, Outlook
- DTP: MS Publisher, PageMaker, Acrobat, Photoshop, Illustrator
- CAT: MetaTaxis

Languages

- Native English speaker
- German: B Language Fluency & Literacy
- Japanese: C Language Fluency & Literacy