

Zachary Markis

EXPERIENCE

Kids College, Dong Baek, South Korea

8/09–Present

English Teacher

I currently teach English at a hagwon in Dong Baek, South Korea. My responsibilities consist of creating lesson plans and other necessary teaching materials. Maintain a weekly log of all students' progress, along with monthly tests and reports. Confer with parents or guardians, other teachers, counselors, and administrators to resolve students' behavioral and academic problems. Prepare children for later grades by encouraging them to explore learning opportunities and to persevere with challenging tasks. Observe and evaluate children's performance, behavior, social development, and physical health. Instruct students individually and in groups, adapting teaching methods to meet students' varying needs and interests. Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate.

Freelance Translation

10/1999–Present

Freelance Russian Translator/Interpreter

Microsoft Corporation, Seattle, WA

2/08–7/09

Project Coordinator (contract position)

As a Project Coordinator, Maintained the Sharepoint for the USEPG Marketing Team, using Calypso to generate budget and expense reports. Submitted all OPEX reports and reclasses on a monthly basis. Made appropriate edits to Headtrax and Autogroup aliases, which included creating CSG positions and transferring headcount from one org to another, when needed. Managed the USEPG Marketing and GM's calendars, facilitated all travel logistics, scheduled meetings, conference rooms and morale events for the team. Ordered software, hardware and other equipment on MSMarket.

Sign On Seattle, WA

12/2007–3/2008

Project Coordinator/Scheduler (contract position)

Worked with internal and external parties to organize various sign language interpretations, events for deaf, blind/deaf community. This position commanded excellent communication skills, knowledge of database software and strong ability to multi-task. Reported directly to COO and other owners of the company.

Mir Corporation Seattle, WA

3/2006– 9/2007

Project Manager

Customized overseas travel to Russia, Central Asia, Mongolia, Iran and China for Alumni Group Associations. Managed multiple tours from inception to implementation plus support planning, with durations typically ranging from six months to more than a year to plan. Utilized multiple language skill sets and background in project management in a very fast paced industry.

Bridge Linguattec, Denver, CO

7/2005– 3/2006

Project Manager (contract position)

Utilized project management methodologies in defining and executing projects for a translation/ localization company. Developed communication plans, organization change processes and critical success factors for successful implementation. Worked closely

with linguists, software engineers and desktop publishers. Created and distributed meeting agendas, minutes, documents and project action items/ issues to team members. Presented project milestones to develop strategies in mitigating operational risks. Facilitated cross-functional team meetings to define project scope, timeline & budget for long range product planning. Maintained the development of project deliverables and established processes to manage scope throughout the project lifecycle.

Cherry Creek Language Center, Denver, CO

10/2000 – 8/2002

Project Manager

Developed & designed process flows for all phases in the project realization process to meet project strategies. Managed and coordinated translations and interpretations worldwide for various telecommunications companies, prestigious law firms and hospitals. Maintained client & translator databases that included updating profile information, data imports and exports.

Responsible for the screening/recruitment of translators and interpreters in various source and target languages. Identified target markets and distributed external and internal messaging in accordance with marketing initiatives. Built and edited PowerPoint presentations and Excel worksheets to support business development efforts.

Responsible for marketing in the agency and translation of documents to/from Russian and from Italian to English.

Starbucks Coffee, Denver, CO

9/1997 - 10/2000

Store Manager

Responsible for overall sales, employee training, controllable contribution, ordering/receiving, scheduling and general store maintenance.

Freelance English Teacher, St. Petersburg, Russia

8/1996 - 5/1997

English Teacher

Taught colloquial/conversational English to Russian businessmen, aspiring to work more closely with American investors.

Freelance English Teacher, Ekaterinburg (Siberia), Russia

9/1993 – 7/1994

English Teacher

Created lesson plans for university students studying business English.

EDUCATION

BA--International Relations at University of Colorado

SKILLS

Microsoft Word, Excel, Outlook, MS Project, PowerPoint, Quark XPress, Adobe Acrobat, FileMaker.

Near-native fluency in Russian, advanced Italian, conversational German and elementary Korean.

PROFESSIONAL REFERENCES

Available upon request

