

James Brooks

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EXPERIENCE

Welocalize, Cambridge, MA — *Linguistic Tester*

Winter 2018 - Summer 2020

Researched word pronunciations using audio and etymology
Worked with a small team to build guidelines for consistent pronunciation modeling
Reviewed exports to ensure safe use of our data in production

CrowdSurf, Remote Work — *Transcriptionist*

Winter 2017

Transcribed short audio and video clips for captioning
Learned and applied a style guide, including tags for speaker changes and sounds
Edited transcripts of longer clips to improve consistency and remove errors

Get-It-Done Guy, Remote Work — *Writer/Editor*

Spring 2016 - Winter 2017

Worked with a productivity expert and another writer to produce advice articles, about 4 per month at 1,000 words each
Managed a project schedule, setting deadlines and adjusting for delays
Adapted spoken article descriptions into structured outlines using Barbara Minto's pyramid principle
Edited drafts for clarity and concision using Rudolf Flesch's plain English style

Cambridge Systematics, Cambridge, MA — *Junior Software Developer*

Summer 2016 - Summer 2017

Worked with a small team to deploy an asset management platform using agile methods
Expanded automated testing, increasing coverage each sprint to meet client standards
Wrote and edited technical documentation to streamline use of the platform
Adjusted, ran, and verified data conversions from a legacy system to our product

EDUCATION

The University of Chicago

Fall 2010 - Spring 2014

BA in English, BA in Theater

Relevant Coursework: Humanities Writing Seminars, Workshops (Poetry, Playwriting)

SKILLS

Word Processing
Text Editing