

Monica W. Munn-Schreml

Award-winning linguist/writer/editor/proofreader with 20+ years of experience in international business, localization, communication, and teaching/training.

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EXPERIENCE

Unbabel, Remote — Senior Editor

Jan. 2024 - PRESENT

- Train and improve AI platform quality by reviewing and editing translations in multiple language pairs.

EVS Translations/Unbabel, Atlanta, GA / Remote — (MT) Editor/Proofreader

Mar. 2016 - Jan. 2024

- Achieved significant improvement in quality of translation for the North American office by overseeing, monitoring, providing feedback, and communicating quality improvement goals to a team of translators.
- Cultivated accuracy in translated documents by proofreading and editing multiple language pairs for various industries.

Columbia College, Columbia, SC— *Communications Lecturer*

Jan. 2014 - Sep. 2015

- Effectively guided class to achieve their next-level degree (Associate to Bachelor's program) by teaching stimulating classes on intercultural communications, international business communications, and intercultural issues and relations.

Berlitz Languages International, Remote — *German, ESL Instructor*

Jan. 2014 - Mar. 2016

- Elevated US corporate clients in their international endeavors through customized business German courses.
- Facilitated international clients' communications skills through English as a Second Language (ESL) conversational courses.

SKILLS

Languages / Linguistics

Communications / Public Speaking

Leadership / Team-building

Teaching / Training

Proofreading / Editing

Various computer skills

AWARDS / HONORS

Literatenohr Award for Fiction (Germany)

O, Georgia! Awards for fiction (5)(US)

Co-writer of *The Report on the Centennial Olympic Games* for Peachtree Publishers, Atlanta

Excellence in Teaching award from Berlitz Languages International

LANGUAGES

Fluent in German and English (native speaker).

Listening and reading proficiency in Spanish, French, Italian, Portuguese, Swedish, Dutch.

Bowne Global Solutions Germany, Munich— *Regional Senior Editor and Corporate Liaison*

Sep. 1999 – Jun. 2001

- Drove Microsoft Communities project by hiring, training, managing, and monitoring teams in seven European countries.
- Paved the way to future projects by representing Bowne in liaisons with Microsoft in person in each location to review project status, KPIs, and future plans.
- Increased natural language acquisition for Google by participating in initial LLM projects for that company's future product development.
- Contributed to the growth and success of Bowne's Medical Industry Practices division by translating and managing medical documentation projects.

Various: Germany, US— *German to English Translator*

May 1997 - Mar. 2016

- Assisted in driving the success of Accenture's revamping of the German train system by facilitating communication between programmers, consultants, and management as the sole translator for a 200-person project team (1997-1999).
- Built a thriving freelance translation business in Europe, navigating visa requirements, laws and regulations, and self-marketing, by translating for various global concerns full time in a variety of industries (railway, media, pharma, consulting, film, automotive, software, IT, etc.).

The Coca-Cola Company, Atlanta— *Communications Consultant*

March 1996- April 1997

- Aided in the implementation of global company standards by coordinating with different project teams to research, write, and publish worldwide guide for ISSCOM (International Sharing and Standards Committee).

EDUCATION

The University of Georgia, Athens, Georgia — M.A. German Literature and Linguistics, 1995

- Taught German classes, levels 101-221, and developed curricula.
- Researched and wrote master's thesis (presented at several conferences) that was acclaimed as groundbreaking research.
- Achieved historically highest score on department's comprehensive exams.

The University of Georgia, Athens, Georgia — B.A. Journalism and Mass Communications, 1991

- Honors Program.
- DJ and public affairs staff at WUOG 90.5 FM.

Friedrich-Alexander-Universität, Erlangen, Germany — German Language Certificate, 1990

- Summer program for language and cultural studies in Germany.

CONTINUING TRAINING/EDUCATION

Certificate: Nonprofit Fundamentals: Nov. 2023; from NonprofitReady

Certificate: AI Fundamentals: In progress; from IBM

Course: Grant Writing 101: In progress; from Greater Good Funds

VOLUNTEER WORK

- Cross Country for Youth – character building presenter, outreach
- Girl Scouts fundraising
- Fun run / various school fundraisers
- National Spasmodic Dysphonia Support Group – fundraising, marketing