

Katia Davalos

Localization Manager at OmniLingua Worldwide LLC

Experience

Localization Specialist / Project Manager / Account Manager at OmniLingua Worldwide LLC

June 2004 - Present (11 years 7 months)

- Manage localization projects according to specified quality objectives and deadlines (resource allocation, capacity planning, scheduling and risk management) - Lead project planning, “kick-off”, and ongoing project-related meetings - Maintain and develop client relationship - Ensure client satisfaction by promoting process improvements, and advising on best practices - Communicate with client on regular basis, and process client feedback timely and efficiently in order to meet client expectations - Determine and develop workflows and processes for non-standard localization projects - Troubleshoot projects and ensure prompt resolution of issues - Provide project engineering and quality assurance support for localization projects - Facilitate communication of software localization and tools strategy with teams - Supervise and perform software testing on localized build and prepare reports containing all issues found and how they need to be addressed - Work with Supplier Development team to ensure best allocation of resources according to project requirements - Support pre-sales project evaluation and technical lead during sales process - Manage project costs -including additional or unexpected costs, and make necessary corrective actions in order to meet targets - Prepare reports for both clients and internal customers such as Voice of the Client, Forecasting, Process workflows, Client Review process, Quality management and Change management - Provide training in software localization tools and concepts to production and client service teams (Alchemy Catalyst, SDL Passolo, Trados, Studio, memoQ, RoboHelp, Xbench).

Localization Project Manager at Siemens

May 2000 - May 2004 (4 years 1 month)

- Managed projects from start to finish, identified problems/risk before they become critical issues - Set deadlines, assigned responsibilities, monitored and summarized progress of projects - Determined and developed methods and procedures for completing localization projects in an efficient and systems driven manner - Established work plans and schedules for each phase of software localization projects - Recruited, supervised and evaluated freelance translators in the US and abroad - Negotiated translation and project management service levels and pricing - Developed and implemented the department workflow database - Involved in preparation of department performance statistics, financial data and forecasting and budgeting.

Skills & Expertise

Localization

Internationalization

Globalization

Project Management

Localization Testing
Quality Assurance
Technical Documentation
Foreign Languages
Trados
Terminology
SDL Trados
Manuals
Multilingual
Machine Translation
Translation

Education

City University of New York

MBA, Operations Management and Computer Information Systems, 1999 - 2001

University of Missouri-Columbia

MS, Industrial Engineering, 1993 - 1995

Certifications

Project Management Professional (PMP)

Project Management Institute January 2005

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3 person has recommended Katia

"Having worked with Katia for more than 15 years, I can attest to her competence in the localization industry. One constant over the years has been her keen customer-centric focus, with an emphasis on delighting the customer in terms of quality, service and value. Katia always produces high-quality work with a careful attention to detail. One of her major strengths is her technical expertise and use of tools, which she applies together with a process-oriented approach to produce consistent results. It's been a pleasure to know and work with Katia for so many years, and I highly recommend her as a professional colleague and a good friend. "

— **Mike W.**, *Corporate Solutions Manager, OmniLingua Worldwide, LLC*, worked with Katia at OmniLingua Worldwide LLC

"I had the pleasure of working on numerous translation projects with Katia. As the lead person for the translation vendor on these projects, communication between vendor and client went through her and she handled it well. These projects included not only the translations/reviews/updates for printed documentation, but also the coordination of multiple documents for each of the languages, ever changing deadlines and continual communication between vendor and client. She was very committed to her work and it showed in how she acknowledged and respected the needs and wants of the client. Katia was a team player who worked hard to meet the demands of the client. At first, only a small number of languages were required for translation, but that number began to rise as more and more localized documentation was required. She handled the increase like a true professional, as well as in an efficient and timely manner. Katia was able to use her knowledge and expertise during this time, while also providing linguistic and strategic advice to us through in-country specialists. She was well versed in the various translation tools which helped in the efficient and timely delivery of translated material back to us. Further, as times changed and there was the move from one desktop publishing application to another, there never really seemed to be a hesitation or slowdown. All things continued to flow effortlessly without interrupting the schedules or deliveries. "

— **Ron L. Reeve**, *Senior Technical Writer, Siemens Medical Solutions USA, Inc.*, was with another company when working with Katia at OmniLingua Worldwide LLC

"Katia and I worked together closely for many years on several large life science accounts. Her mastery of CAT tools, her precision in scoping project requirements, her skill in managing tight project schedules and her competence in communicating with all project stakeholders (vendors as well as clients) really set her apart. One prime example of Katia's excellent project management skills was an 18 month software

internationalization, localization and on-site validation project into 8 languages for which she was the sole project manager. The testimony from the client team after our successful on-time and in-budget completion of the project perfectly captures the aspects which Katia brings to her work: professionalism, commitment, devotion, flexibility and teamwork. "

— **Lynn H.**, *Corporate Solutions Manager, OmniLingua Worldwide, LLC*, worked with Katia at OmniLingua Worldwide LLC

[Contact Katia on LinkedIn](#)