Jose Cotes

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Professional Profile

Computer engineer with vast experience and knowledge of Localization and Globalization, Internet technologies, multimedia, video, audio, social media and programming languages. Ample experience in analyzing, directing, optimizing and executing projects. Excellent results managing, organizing and training people, providing on-site and remote support. Fluent in two languages (English and Spanish). Great interpersonal skills, team player, flexible and superb analytical and reasoning capacities, oriented on finding more efficient ways to solve problems.

Experience

LUZ, Inc., Boston, MA   **Aug 2015 – Present**

Technical Services Manager. Responsible for managing the Engineering and Desktop Publishing team, delegate, coordinate and distribute work, develop strategies, support sales and clients on new process and suggest improvements to current ones.

- **Achievements**:

    o Developed a new publishing process for a client to allow better layout consistency, 50% savings in DTP cost and improved turnaround times.

Welocalize, Andover, MA   **Jun 2011 – July 2015**

Technical Manager. Responsible for managing a group of Engineers, delegate, coordinate and distribute work, develop strategies and support sales. Analyze technology, resource needs and market demands, to assess projects.

- **Achievements**:

    o Developed a portal, using PHP and MySQL, which allow clients to select their preferred voice talents from a database of thousands of candidates in different categories.

    o Co-created a new subtitling process, deployed to all the vendors, engineering and multimedia teams in the company, which reduced the throughput by 1/3 of the original process.

- **Awards**:

    o 2014 – Achieving Excellence – Going beyond.

Lionbridge Technologies, Framingham, MA   **Aug 2000 – Jun 2011**

Web Technical Lead and Project Support Engineer. Responsible for all the technical localization/administration/support activities on assigned projects, including pre-production analysis, parsing, compilation, file management and version control.

- **Achievements**:

    o Developed a portal, using PHP and MySQL, which allows the internal production teams to track their working hours against clients and projects. This helped measure efficiencies and generate reports that helped management make decisions on staffing and processes.

- o Created scripts in different platforms that allows the parsing of custom files from different clients and for different systems.

- o Helped build, and constantly adjust, the multimedia workflows and processes used across all teams globally, and as support for RFPs.

- **Awards**:

  - o June 2010 – Employee of the month.

Mount Auburn Club, Boston, MA   **Oct 1999 – Aug 2000**

Network Analyst. Development, deployment and support of applications for a 50+ network.

Fuxion Technologies, Barranquilla, Colombia   **May 1996 – Aug 2000**

Design, development and maintenance of web pages.

Massachusetts General Hospital, Boston, MA   **Oct 1998 – Jan 1999**

Development, programming and implementation of the Interpreter Services database using Access and Visual Basic.

Education

Boston University, College of Engineering, Boston, MA   **Sep 1992 – Aug 1997**

Bachelor of Science in Computer Engineering.

Berklee, Music Production Workshop, Boston, MA   **Jun 1997 – Jul 1997**

Music Production Workshop covering sequencing and MIDI production, synthesizer programming, desktop digital audio, project studio design and setup, multitrack recording techniques, mixing and mastering, computers in music and emerging technologies in music production.

Skills

Trados	Passolo	Worldserver	GlobalSight	MemoQ	MultiTerm
DITA	Arbortext	Antenna House	RenderX	Apache-FO	Oxygen
XSL-FO	PHP	Phyton	Swift	MySQL	Ant
Storyline	Captivate	Camtasia	RoboHelp	Flare	JIRA
FrameMaker	InDesign	Quark	Photoshop	Illustrator	Office
Dreamweaver	Joomla!	Wordpress	Drupal	Wiki	SharePoint
Premiere Pro	Final Cut Pro	Sound Forge	After Effects	Pro Tools	Subtitling
Mag+	Adobe DPS	HTML	XML	CSS	SEO
OS X	Windows	Linux	Unix		