

Brandon Lawson

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EDUCATION

Brigham Young University (Provo, UT)

- MA in Hispanic Literatures, GPA 3.87 April 2019
- BA in Philosophy, Minor in Spanish, GPA 3.87 April 2017
- Relevant Coursework: Project Management, Spanish Pedagogy, Portuguese, C++

EXPERIENCE

BYU Department of Spanish & Portuguese (Provo, UT) September 2017-April 2019

Spanish Instructor

- Taught 7 courses over 4 semesters of advanced Spanish to classes of 8-25 students using contemporary pedagogical techniques such as formative/summative assessments & scaffolding
- Tutored students one-on-one during weekly office hours and tutoring sessions
- Incorporated authentic cultural materials such as literature, art, music and film to broaden students' understanding of Spanish-speaking world's rich cultural heritage

WriteExpress Corporation (Provo, UT)

January-April 2017

Translation Intern Team Leader

- Led negotiations on behalf of team of 4 interns to establish terms and goals with internship sponsor
- Designed and managed team work plan with deadlines and goals using Trello
- Created shared index of common formal phrases to standardize translations from each intern
- Translated 28 files over 3 months totaling 86 files translated by the team

BYU Department of Continuing Education (Provo, UT)

May 2014-April 2017

Computer Support Specialist

- Trained 3-5 employees per semester on hardware maintenance and software tools such as Jira, Active Directory, Adobe Suite, and MS Office
- Implemented troubleshooting techniques to serve IT needs of department of 300+ employees
- Discovered and documented solutions to emergent problems in 30+ page operations manual
- Took initiative to audit and maintain inventory of computer assets using Excel
- Resolved inventory issues such as billing errors and recovering missing hardware

Aporia: BYU Undergraduate Philosophy Journal (Provo, UT)

September 2015-April 2016

Editorial Assistant

- Reviewed and selected 2-3 paper submissions per semester for publication based on rigorous criteria
- Worked closely with student authors to help improve their arguments and prose
- Edited submissions for grammar, punctuation, and spelling to prepare for publication
- Broadened journal audience by advocating for submissions that expressed multi-disciplinary ideas

Volunteer Religious Service (Oaxaca, Mexico)

September 2011-August 2013

Spanish-Speaking Volunteer

- Prepared and conducted weekly training meetings for groups of 4-8 volunteers for 4 months
- Taught English as a second language for 5-8 community members weekly for 3 months

SKILLS & INTERESTS

- 1 year of coursework in C++, self-taught some Java and WordPress
- Building and maintaining PCs for 15+ years, establishing and maintaining home and office networks
- Taught water safety courses in Spanish to Spanish-speaking community members for 2 summers