**SHAUN WU**

**Translator/Document Reviewer:** **Japanese to English; Mandarin to English**

**19 Garfield Street, Apt 9 ~ 1-646-455-9792 (mobile) Tidal8000@gmail.com**

**SUMMARY OF QUALIFICATIONS**

* Bachelors of Arts in business from Sophia University, Tokyo
* Passed the Japanese Proficiency Test (JPLT) level I
* Studied and worked in Japan for 6 years (2003~2009)
* Languages: Fluent in English (native), Japanese, and Mandarin
* 5+ years of business and financial experience gained from working at *GOLDMAN SACHS* in Tokyo and New York.
* Areas of Specializations: finance, business, legal (patents, lease agreements, etc.), automotive, semiconductors, travel and tourism, fashion, and medicine.
* Software/CAT tools: Word, Excel, Access, PowerPoint, SDL Trados Studio 2011, Wordfast Pro, and Relativity (for document review).
* Translator Associations: *New York Circle of Translators*.

**PROFESSIONAL EXPERIENCE**

December 2011 ~ Present

*Japanese to English and Chinese to English translator/interpreter*

* Recently completed large Japanese document review/translation mergers and acquisition project for *TRANSPERFECT LEGAL* and completed Japanese legal translation project for *SOLON LEGAL*.
* Mandarin to English translator for documentaries at *VICE MEDIA* and for the movie Beijing, New York (Velvet Rain productions)
* Japanese to English Translator at *TRANSPERFECT*, *MORNINGSIDE*, *LANGUAGE WORKS*, *BIG WORD* and *VICE MEDIA*.
* Proven quality control and high level of attention to detail
* Worked with project managers in the editing process of translated documents.
* High level of comfort adapting to new applications and technologies

December 2006 ~ December 2011

*Financial Controller at GOLDMAN SACHS, Tokyo and New York*

* Worked with financial and business texts in both Japanese and English: balance sheet, liquidity reports, market commentary, and external email correspondences.

**EDUCATION**

HARVARD UNIVERSITY, Cambridge, MA

***Masters of Fine Arts in Theater at American Repertory Theater***, Expected Graduation 2016;

SOPHIA UNIVERSITY, Tokyo

***Bachelor of Arts in International Business and Economics,*** Graduated May 2007**;**

Cumulative GPA: 3.9/4.0