**Shoko Watanabe**

Los Angeles, CA

310-467-9572

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Profile page on Proz and translation samples:

[www.proz.com/profile/2040655resume](http://www.proz.com/profile/2040655resume)

**Summary of Qualifications**

・A quick leaner who can absorb new ideas & can communicate clearly & effectively with people from all social & professional backgrounds

・Translation and Interpretation skill in native Japanese and fluency in English

・Global Thinker with Excellent Interpersonal and Customer Relation Skills

**Freelance Translator and interpreter**

2011-present

-Translate and interpreting in English to Japanese, vice versa

worked on Business, Engineering, Medical, law, Entertainment and Media fields.

**Experience:**

**Entertainment and Media**

- On-set translator for a Hollywood film

-Translated subtitles on films

-Conducted a negotiation between a Japanese talent and producers for discovery channel “Ultimate Ninja Challenge”. The show was aired globally in 2018.

**Law**

-Family law documents in state of California

**Business**

-Patent, contracts, agreements

**Technology**

-Phone app, E commerce websites

AI Technology related contents

**Building**

Building detailed plans for passive house.

**Literature**

-American novel “Suffic Surfer” by K’anne Mainel was translated into Japanese and published on Amazon in 2016

**Work Experience**

**Encore-Nationwide Inc.** –Event Marketing Agency

Gardena, CA On call, 2013-2016

Brand Ambassador/Marketing Staff

-Promoted and generated sales for beauty and lifestyle products at retail locations such as Macy’s, Target or other event venues.

**Marin West LLC-** Real Estate Development Company

Bel Air, CA Feb 2016- Oct 2016

CFO assistant/Administrative assistant

-Book keeping, Data entry and conducted other office duties to assist CFO.

**Fetzer and Company –** Financial Consultancy

Los Angeles, CA On call position, 2013- Present

-Translate business documents, interpret conference calls, do researches and other personal assistant duties to the Executive.

**Skills**

Microsoft Office

Excel, Word, PowerPoint

Quick books

Mac OS

Fluent in English and Japanese

Translation- Japanese to English and vice versa.

Administration, Sales, Marketing, Customer service, Problem Solving, Team Player

**Interests**

Art, Music, Film, Literature, language

**Education**

Tokyo Mode Gakuen, Shinjuku, Tokyo, Japan Feb 2003-Feb 2005

Commercial Stylist Certificate

Los Angeles Harbor College, Wilmington, CA 2015

English and Theatre Major

Los Angeles City College, Los Angeles, CA June 2014-March 2015

Dean’s Honor Roll, Certificate, 3.7 GPA

**References**

Alan Fetzer (818)264-5492