

**Don Elliott**

2232 NE 3rd Loop  
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**PROFESSIONAL PROFILE**

Versatile localization professional providing Japanese-to-English translation, technical writing, editing, localization and documentation services with more than 30 years experience creating print and electronic documents, including user manuals and user guides, procedure and reference manuals, brochures, catalogs, press releases, marketing communication materials and e-discovery documents. Very strong writing skills. Extensive experience in print production, translation, and localization field and expert level ability with a wide range of popular technical documentation, page layout, presentation and other applications, including Office, Framemaker, Indesign, Photoshop, and Acrobat. Detailed knowledge of documentation design, organization and production processes, pre-flight procedures, and foreign language localization issues. Experienced with Trados, MemoQ and Memsource.

**SUMMARY OF EXPERIENCE & CORE COMPETENCIES**

- Provide high quality Japanese to English translation in telecommunications, automotive, electronics and legal fields, including e-discovery and litigation support.
- 30+ years experience in technical translation field.
- 25 years management experience in technical translation and localization fields.
- Wrote 5,000+ pages of technical documentation.
- Laid out more than 50,000 pages of technical literature.
- Handled many thousands of pages of marcom materials, including product literature, brochures, catalogs, Powerpoint presentations and newsletters.
- Excellent understanding of documentation concepts, design and production procedures, and prepress and preflighting processes.
- Expert knowledge of and extensive experience with a wide range of DTP and electronic publishing software, including Office and Adobe tools.
- Highly refined ability to distill complex subject matter for audiences with limited technological savvy (“writing for the layman”).
- Detailed knowledge of foreign language localization issues and processes.

## **EMPLOYMENT HISTORY**

**08/2013 ~ present    Co-founder    Translate NW LLC    Camas, WA**

*Cofounder of Translate NW LLC, which provides J2E/E2J technical translation, documentation and editing services to translation agencies in the US, Japan, the EU and the Asia-Pacific region.*

- Working with language service providers in Japan, the US, and other countries, provide J2E/E2J translation services of an extremely wide range of documents and document types, including technical documentation, e-discovery material, product literature and presentations.
- Deep experience in litigation support for e-discovery, including translation with page-to-page correspondence requiring sophisticated layout skills.
- Project manager for multilingual localization projects, including editing, quality assurance, and multilanguage page layout.

**03/2001 - 07/2013    Freelance translator & project manager    Portland, OR**

- Managed flexible group of translators, editors, illustrators and prepress staff.
- Coordinated translation and editing work of outside translators and localization personnel.
- Controlled all aspects of documentation process, including localization, prepress and printing.
- Oversaw production of tens of thousands of pages of translated technical documentation, including manuals, brochures, catalogs, press releases, presentations and other marcom materials.
- Supported all major word processing and layout applications, primarily in English and Japanese, but also in other languages as needed.

**04/2000 ~ 02/2001    Technical writer/copywriter    Daikin US Comtec Labs    Novato, CA**

- Designed, wrote and laid out all technical documentation for Scenarist NT 2.0, the company's flagship DVD authoring-related software
- Produced all technical documentation and online help files for Scenarist NT 2.0 and ROM Formatter utility software
- Managed design and production of all product brochures, press releases, and other marcom materials

**01/1990 ~ 03/2000    Representative Director    CDS Japan Co., Ltd.    Hadano-shi, Japan**

- Managed group of 5-8 translators, editors, and prepress staff
- Coordinated translation and editing work of up to 10 outside translators and localization personnel
- Controlled all aspects of documentation process, including localization, prepress and printing
- Oversaw production of about 50,000 pages of translated technical documentation and several thousand pages of copywriting, including brochures, catalogs, press releases, presentations and other marcom materials

## Harumi Morota

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### **PROFESSIONAL PROFILE**

Accomplished Japanese-to-English translator with 30+ years experience in the translation and localization field. Translated thousands of pages of documentation related to computer software and hardware, networking and wireless communications, user manuals/guides, procedure and reference manuals, marcom materials, press releases, presentations, and e-discovery documents, as well as a broad range of other materials. Very strong Japanese and sophisticated spoken and written English. Support Trados, memoQ and other CAT tools.

### **SUMMARY OF EXPERIENCE**

- 30+ years Japanese-to-English translation experience
- 30,000,000+ words of Japanese-to-English translation completed
- Deep knowledge of J2E and E2J translation environments

### **EMPLOYMENT HISTORY**

**08/2013 ~ present    Co-founder    Translate NW LLC    Camas, WA**

*Cofounder of Translate NW LLC, which primarily provides Japanese-English technical translation, documentation and editing services to language service providers in the US, Japan, the EU and the Asia-Pacific region.*

- Co-director of Translate NW LLC
- Lead Japanese-to-English translator
- Translation quality assurance manager

**04/2000 - 07/2013    Freelance Translator    Portland, OR**

- Full-time translator providing Japanese-English translation services
- Deep experience with networking, network communication and mobile communications
- Experienced general purpose Japanese-English translator providing translation of manuals, specifications, marcom materials such as brochures and pamphlets, and many other types of corporate communications, and documents associated with e-discovery

**01/1990 ~ 03/2000    CDS Corporation    CDS Japan Co., Ltd.    Hadano-shi, Japan**

- Lead Japanese-to-English translator
- Coordinated translation and editing work of up to 10 outside translators and localization personnel

**05/1979 ~ 01/1987      Foreign Patent Coordinator, Sugimura International Patent & Trademark Agency Bureau – Chiyoda-ku, Tokyo, Japan**

- In charge of maintenance and renewal of patent rights for foreign patents registered in Japan
- Assisted with translation into English of original Japanese patent specifications

## **Corinne Elliott**

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### **PROFESSIONAL PROFILE**

Versatile Japanese-English native bilingual translator and layout artist. University educated. General purpose translator with direct translation experience in a broad range of fields, particularly IT, software, technical material such as contracts and patents, and e-discovery. Expert with MS Office and Adobe tools. Able to lay out many types of translated documents, including manuals/guides, procedure manuals, reference material, brochures and e-discovery documents and other materials. Experienced with and own licenses for both MemoQ and Trados.

### **SUMMARY OF EXPERIENCE**

- 10+ years full time Japanese-English translation experience
- Deep knowledge of Japanese-English translation environments
- Sophisticated page layout skill using MS Office and Adobe tools

### **EMPLOYMENT HISTORY**

**02/2012 ~ present      Japanese to English translator & layout artist**  
**Translate NW LLC      Camas, WA**

Currently providing Japanese to English technical translation and page layout services for Translate NW, a boutique Japanese-English translation service delivering technical translation, documentation and editing services to language service providers in the US, Japan, the EU and the Asia-Pacific region.

### **EDUCATION**

**09/2007 ~ 06/2011      Portland State University      Portland, OR**

- Earned Bachelors of Arts degree