

Alex Pankhurst  
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I am a Japanese-English translator specialising in contracts, articles of association, memorandums and other legal documents. I also have experience in the fields of semiconductors, telecommunications, and printing and publishing. In my translations, I always aim to create English translations that faithfully reproduce not only the meaning, but also the style of the original, and to produce natural English that does not read like a translation.

## Experience

Nov 2017– Translator (freelance)  
present

- Work includes legal documents, sales reports, correspondence and journal articles.
- Clients include Japanese law firms and manufacturing companies.

July 2008– Kuroda Law Offices, Tokyo, Japan  
Nov 2017 Paralegal (translator), English Translation Department

- Created English translations of Japanese source texts in a variety of fields (including legal and scientific documents), ensuring natural style and appropriate vocabulary
- Proofread and edited legal and other documents to ensure readability and correctness
- Drafted and edited correspondence to clients, law firms and others
- Interpreted for internal and external meetings
- Managed team of 3 translators to ensure timely submission of translations
- Maintained and updated glossary and translation memory files

July 2006– Namegata City Board of Education, Ibaraki, Japan (Kitaura Junior High School)

July 2008 Assistant Language Teacher, JET Programme

- Assisted in teaching English in and out of class, creating materials and liaising with teachers
- Coordinated practice for proficiency tests and competitions

Feb 2006– Potter Farrelly & Associates

July 2006 Paralegal (subjective coder)

- Subjective coding of Japanese documents using Ringtail Casebook software
- Assisted in training and supervising new staff when Japanese group expanded
- Coordinated creation of vocabulary file to ensure consistency
- Reported on progress of group and assigned tasks to group members
- Checked coding done by other group members to uphold quality and accuracy

Aug 1999– Coles Supermarkets, Pakenham

July 2006 Checkout operator and supervisor (part-time)

- Managed up to ten staff, efficiently allocating register and other duties to them as required
- Maintained high standards of customer service, cleanliness and efficiency

May 1999– Translator (self-employed)

June 2005

- Created accurate and appropriate translations of strings for major software package
- Ensured a high quality of work and consistency
- Self-educated about the field (printing and publishing)

## Education

- 2000–2006 Monash University  
Bachelor of Laws / Bachelor of Arts (Japanese, Linguistics)  
Maintained a credit average (Law) and a high distinction average (Arts)
- 2002–2003 Rikkyo University  
Student exchange as part of Bachelor of Arts degree
- 1994–1999 Haileybury College  
Victorian Certificate of Education  
Studied first-year university Japanese as a Year 12 student

## Skills

- Displayed efficient organisational skills in balancing work required by multiple clients
- Advanced written and spoken Japanese
- Well-developed language and communicative abilities
- Extensive computer skills, with proficiency in office software (Microsoft Word, Excel and PowerPoint; LibreOffice) and CAT programs (OmegaTrans, CafeTran Espresso)
- Effective motivation and time-management abilities, for example, when requested to perform several tasks with overlapping timeframes
- Close attention to detail and strong analytical abilities, which were frequently required when translating complex technical documents

## Personal Development

- Japan Kanji Aptitude Test Grade Semi-2 (日本漢字能力検定準 2 級) (2008)
- Business Japanese Proficiency Test (BJT ビジネス日本語能力テスト) Grade J1+ (2008)
- Japanese Language Proficiency Test (日本語能力試験) Grade N1 (2017)