

## SUMMARY

Proven track record of producing extraordinary results in Japanese-to-English FINANCIAL, MARKETING, IR, GOVERNMENT and BUSINESS translation. Self-starter with excellent analytical, organizational, and creative writing skills. Organized, highly motivated team player firmly committed to excellence, professionalism, quality control and customer service.

## SKILLS & ACCOMPLISHMENTS

- ◆ Fully proficient in written and spoken Japanese. *Passed Japanese Language Proficiency Test Level 1* (December 2003).
- ◆ Fully proficient in Microsoft WORD, EXCEL, POWERPOINT
- ◆ *JET Programme Translation and Interpretation Course* (2004)
- ◆ *Proz.com Certified Pro* in the Japanese-to-English language pair (2009)

## PROFESSIONAL EXPERIENCE

### Full-time Japanese-to-English Freelance Translator (*November 2009 - present*)

(*RATE: Japanese-to-English USD 0.05 – 0.08 or JPY 5-8 per source character*)

- ◆ Marketing brochure for **New Chitose Airport Building Co.** (7,500 characters) (March 2010)
- ◆ Gas safety brochure for **San-Ai Gas** (2,000 characters) (March 2010)
- ◆ Document on corporate CSR approaches for **DIAM** (2,500 characters) (March 2010)
- ◆ Extended press release and research survey findings for **AXA Life Insurance** (8,000 characters) (March 2010)
- ◆ Press release for **AXA Life Insurance** (2,100 characters) (March 2010)
- ◆ Research paper on traffic congestion and tolling for **Hitotsubashi Univ. et. al** (12,000 characters) (March 2010)
- ◆ President's 2010 New Year message for **Kawasaki Heavy Industries** (1,200 characters)(March 2010)
- ◆ Corporate environmental and safety policy for **Adeka** (1,000 characters) (Feb. 2010)
- ◆ Research study proposal for the **Ministry of the Environment** (18,000 characters)(Feb. 2010)
- ◆ Website and database for the **Hakodate Film Commission** (45,000 characters) (Feb. 2010)
- ◆ Corporate website for **RH Insigno Co., Ltd.** (6,500 characters) (Jan. 2010)
- ◆ Japanese version of Vietnam government legislation (18,000 characters) (Jan. 2010)
- ◆ Client marketing presentation for **Interbrand** (10ppt slides) (Jan. 2010)
- ◆ Press release for the **Japan Sake Brewers Association** (1,000 characters) (Jan. 2010)
- ◆ Symposium presentation for the **Ministry of the Environment** (20ppt slides)(Jan. 2010)
- ◆ Internal CSR development project report for **Daiichi Sankyo** (42ppt slides) (Dec. 2009)
- ◆ Annual report for **JICA** (50,000 characters) (Nov. 2009)
- ◆ Magazine article for **Tiffany & Co.** (5,000 characters) (Nov. 2009)
- ◆ Marketing presentation for **Daiichi Sankyo** (48 ppt slides) (Nov. 2009)
- ◆ Legal document regarding commercial contract for Japanese trading company (1500 characters)(Nov. 2009)

### Mizuho Corporate Bank, Ltd., International Corporate & Institutional Banking Division, JAPAN

#### Associate (March 2007 – May 2009)

- ◆ Extensive experience accumulated in translation / localization of Industry reports from Japanese to English (*total of 25 comprehensive reports on AVIATION, MINING, MARINE TRANSPORT, REAL ESTATE, AUTOS, BEVERAGE, TELECOM and PHARMA, with over 2 million characters translated*)
- ◆ Worked with local corporate banking divisions and Industry Research Division in Tokyo to localize pitchbooks into English for various client presentations and proposals. (*total of 64 pitchbooks presented to major multinational clients*)

### Musashino City Hall, Int'l and Domestic Exchange Section, JAPAN

#### Assistant Staff Member (August 2005 – February 2007)

- ◆ Responsible for the translation of official city documents from Japanese to English and English to Japanese, including EXTERNAL COMMUNICATIONS, brochures, living guides, and GOVERNMENT POLICY. (*over 1 million characters translated*)
- ◆ Assisted in explaining and translating related material on government HEALTH CARE coverage, PENSION, and various CITY SERVICES for foreign residents at city hall.
- ◆ Responsible for translation, editing, content, and format for the city's bilingual monthly newsletter

### Kawasaki City Hall, International Exchange Section, JAPAN (2003 – 2005)

### Kobe International Center for Cooperation and Communication, JAPAN (2002 – 2003)

#### Coordinator for International Relations (July 2002 – July 2005) (JET Programme)

- ◆ Responsible for translation of official city documents from Japanese to English and English to Japanese, including pamphlets, brochures, internal documents, and external communication, covering INTERNATIONAL TRADE, CULTURAL AFFAIRS, and GOVERNMENT POLICY. (*over 1.5 million characters translated*)
- ◆ In charge of translation and editing of Kobe International Center's bi-monthly newsletter, *Ajisai*, and contributed a bilingual English/Japanese article each issue.

## EDUCATION

### WHITMAN COLLEGE (1998 – 2002) Walla Walla, WA

- ◆ Bachelor of Arts: ASIAN STUDIES (\**Graduated with honors in major field*)
- ◆ Minor: JAPANESE LANGUAGE

### DOSHISHA UNIVERSITY (2000 – 2001) Kyoto, Japan

- ◆ Participated in Associated Kyoto Program (AKP)