



Curriculum Vitae

Yoko SHINOBU

(信夫 陽子)

Skype ID: kanoshinobu
yokoshinobu@gmail.com
<http://www.shinobu-yoko.com>

Translator/Editor/Interpreter

PROFESSIONAL SKILLS

Translating and reviewing of legal, business documents such as company register, articles of incorporation, articles of endowment, certificate of good standing, registered present matters, family register, mediation clause, protocol, lease agreement, license agreement, non-disclosure agreement, annual reports (B/S sheet, P/L statement), websites, letters, resumes, transcripts, brochures, etc.

LANGUAGE SKILLS

Japanese Mother Tongue
English Fluent
Chinese Conversational

MAIN AREAS OF EXPERTISE

Business General, Law and Legal, Finance, Economics, Education, Literature, Journalism, Family History, Child Care, Ecology, Environmental issues, Science, Ethnic and Cultural Studies, Film and Cinema Studies, History, Hospitality, Internet, Music, Music History and Literature, Arts, Telecommunication, Broadcasting, Tourism and Travel, Japanese Martial Arts, etc.

WORK EXPERIENCE

Major jobs for end customers such as:

- Crocs (Brochures, agreements, letters, etc. E>J & J>E)
- AMWAY (Questionnaires E>J)
- Galileo Japan (Business Agreements E>J)
- Ferragamo (Operation Manual E>J)
- Saga Bank Ltd. (Annual reports J>E)
- LINGO 24 (London pass travel book E>J)

PRODUCTIVITY

Japanese to English: Up to 3000 characters per day.
English to Japanese: Up to 2000 words per day.
(This amount is variable according to the type of source file)

RELEVANT SKILLS

Good performance under pressure.
Good leadership skills.
Perseverance.
Love challenges.

COMPUTER EQUIPMENT

Computer: Intel Core2 Duo 2.10 Ghz, High-speed broadband Internet connection, scanner, fax machine, multifunction printer.

SOFTWARES

Windows XP, SDL Trados Studio 2009, MS Office 2007 (Word, Excel) , Virus Buster
Open office (for Power point), Homepage Builder

FORMAL EDUCATION/ QUALIFICATIONS

B.A. Kwansei Gakuin University, Hyogo, Japan (Policy Studies)

STEP 1 (Society for Testing English Proficiency) 1st Grade

TOEIC 905

Member of JAT since 2007

Reference available upon request