

Matthew J. Ives

MA, BSc (Hons)

Japanese and Danish translator with over ten years' experience in the localisation industry. An adaptable worker with Project Management skills, focusing on localisation. Self-motivated, responsible and trusted by those I report to and lead.

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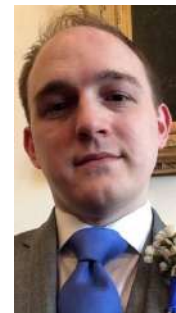
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Work Experience

2009 – 2020: Localisation Project Manager, Canon Europe, London, UK

- **Deadline management** with internal team and external resources, back scheduling from launch date, shipment, production to localisation schedule;
- **Client expectation management.** Negotiation with internal team and external resources on best achievable schedule. Returning to internal client with risk analyses and reasons for proposing delays delivery (if applicable).
- **Process creation, maintenance and enforcement.** Standardise project approach for repetitive work to ensure smooth and consistent passage towards delivery. Pre-launch meeting with all parties involved explaining the reason for the updated process. Constant monitoring and enforcement of the process to ensure consistency and synchronisation amongst all parties.
- **Negotiation** with key internal customers and stakeholders in Europe and Japan to define scope and schedule of forthcoming assigned projects. Continuously managing client relationships and delivery of good customer service.
- **Leading** cross-functional teams in the employment of the project and ensuring a timely delivery.
- **Diplomatic communication** with stakeholders, clients, or project members of various levels, allowing swift resolution of project challenges.

2014 – 2015: Voluntary Localisation Advisor, Hesketh Studios Ltd, UK

- **Process design and implementation** ensuring a timely and cost efficient localisation schedule for video games
- **Beta testing** of video games at various stages of the localisation process to ensure a quality, error-free product.

2007 – 2009: Programme Manager, Rosetta Translation, London, UK

- **Account management** for over 20 clients including top tier law firms and pharmaceutical companies, such as Eversheds and i3 Research, for legal and medical translation work.
- **Design and implementation of quality control process** to ensure complete accuracy of the translated texts.

2006: English Language Instructor, NOVA Group, Toyohashi, Japan

- **Lesson planning** for individual and group lessons.
- **Coaching** Japanese students for EFL exams
- **Hosting** "Conversation Workshops"

2003 – 2004: Key Skills Tutor (Numeracy), Great Yarmouth College, Great Yarmouth, UK

- **Tailored teaching methods for students with learning impairments.**

Education

2013: University of Westminster;
London, UK – Danish Level 2

2012: EDI Accreditation; Online
assessment – Level 4 Certificate in
Teaching English as a Foreign
Language - Distinction

2005: MA Applied Translation Studies;
University of East Anglia, Norwich, UK

- Published in “Norwich Papers Vol. 13 –
Ethics and Politics in Translation” (2005),
edited by Reintjes and Tåqvist.

2003: BSc (Hons) Combined Studies -
Mathematics and Japanese; University
of Central Lancashire, Preston, UK -
Upper Second class degree

2002: 関西外大(‘*Kansai Gaidai*’
University), Osaka, Japan

Languages



Software skills

Windows & Mac OS | Oracle | Microsoft
Office | Excel | VBA | Adobe Acrobat (Pro) |
Lotus Notes | Asta Teamplan | SDL
MultiTerm | SDL TMS

References

Chris Murray

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Robert Hesketh

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