

JESSE J. BETHEL

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OBJECTIVE

Appointments utilizing experience in legal or marketing translation and high-quality, thorough editing skills.

EMPLOYMENT HISTORY

June 2008–May 2010

Part-time Paralegal Editor/Translator

Tokyo Aoi Law Office

Higashi Ginza, Tokyo, Japan

- Worked with Japanese lawyers to draft and correct translations of contracts for multinational companies operating in Japan
- Studied Japanese and US law when not assigned other duties

May 2008–May 2010

Part-time Proofreader/Translator, Researcher

Kikkoman Corporation

Nishi-shinbashi, Tokyo, Japan

- Served as point of contact for English-language communication with customers and overseas subsidiaries
- Undertook several large-scale translation projects, including a manual for accounting practices to be used company-wide
- Wrote and proofread English-language speeches, correspondence, and journal articles

2006–2008 English Instructor

ECC

Shinjuku, Tokyo, Japan

- Taught and interacted with a variety of Japanese speakers of English, from young children to adults, and developed an ability to tailor language to fit the audience.

2005 Typesetter

Allen Press

Lawrence, KS, USA

- Processed journal article manuscripts with XML-based publishing company software
- Checked and corrected scientific journal article proofs for layout and composition errors

2000–2003 Systems Administrator the451.com San Francisco Bureau

San Francisco, CA, USA

- Built and maintained San Francisco office computer network. Managed Windows, Exchange, and Linux servers

EDUCATION

1993–1997

University of Kansas

Lawrence, KS, USA

- Studied Philosophy, Russian, and Computer Science
- 3.3 overall GPA

2003–2005

San Francisco State University

San Francisco, CA, USA

- May 28th, 2005 BA Japanese; 2005 BA Comparative Literature
- Cum Laude
- Chosen as Honoree from among all Comparative Literature graduates