

# Elizabeth Hashimura

*Professional Japanese to English Translator*

## ***Personal Info***

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Name: Elizabeth Hashimura  
Address: 234-1 Ogi Town, Ogi City, Saga Prefecture, Japan 845-0001  
E-mail: elizabethhashimura@gmail.com  
Tel: +1-978-253-4700

## ***Translation Profile***

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A freelance translator based in southern Japan, I have over ten years' experience translating from Japanese into English (my mother tongue). Although my primary area of specialization is the automotive industry, my professional and educational backgrounds have equipped me with the skills and knowledge necessary to translate confidently in a variety of fields.

## ***Services***

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Translation, Translation Checking, Back Translation, Proofreading and Editing

## ***Translation Experience***

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### **Automotive:**

- ♦ Manuals (specifically GPs), Technical Drawings, Sales Reports and Forecasts for major Japanese automobile manufacturers
- ♦ Document discovery for anti-trust litigation

### **Business:**

- ♦ Corporate and Environmental Policies, Mission Statements, Business Correspondence

### **Medical and Pharmaceutical:**

- ♦ Coagulation Analysis Equipment Manual, SOPs (Boehringer Ingelheim)

### **General:**

- ♦ Japan National Policy Agency White Paper
- ♦ Personal Certificates, General Correspondence

### **Other:**

- ♦ Children's Books

## ***Publications***

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- ♦ KUSABA, Kazuhisa. .ヌチヌグスージ 「いのちのまつり」。 Festival of Life: Where do I come from? (Bilingual Version) . 2004 Saga Printing, Inc. (co-translated with KOGA Takeo)
- ♦ A Guidebook to living in Saga. 2004 Saga Prefecture. (co-translator)

## ***Translation Software***

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- ♦ SDL Trados Studio2011 Freelance + 2007
- ♦ Wordfast Classic
- ♦ OCR-IRIS Pro 12 Asian

## ***Education***

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- ♦ University of Cambridge, Cambridge, England  
MPhil (CANTAB) in Social Anthropology and Linguistics, 1998
- ♦ Haverford College, Haverford, Pennsylvania, USA  
Bachelor of Arts in East Asian Studies (Japanese) with Departmental Honors, 1996

- ♦ Sophia University (上智大学), Tokyo, Japan  
Study Abroad Program Participant、 Spring 1995
- ♦ Middlebury College Intensive Japanese School, Middlebury, Vermont, USA  
Participated in immersion Japanese language training, Summer 1994

### ***Related Professional Experience***

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- ♦ Interac Group, Fukuoka, Japan  
Trainer/Instructor, 2007-2012  
*As a trainer for the Interac Fukuoka branch, I was responsible for organizing and carrying out orientation training for native TEFL teachers working in public and private kindergartens, elementary schools, junior high schools, and high schools working near Fukuoka, Japan. This included presentations and workshops on teaching theory and practice, learner behaviors, syllabus and curriculum planning, lesson planning, and demonstration of teaching techniques and classroom activities.*
- ♦ Koga Dojo of English Studies (KDES), Saga, Japan  
Head Teacher, 2003-2006  
*Designed school's curriculum for a wide variety of students, from elementary school through university  
Conducted training workshops for school's instructors  
Taught a wide array of classes, included TOEIC, TOEFL, Speech, Debate, Medical English, Current Events, Oral Communication, and Drama  
In charge of organizing the school's annual speech and dramatic festivals  
Directed the full-length play "A Thousand Cranes"(performed in English)*
- ♦ Human Engineering Laboratory, Boston, Massachusetts, USA  
Psychometrist, 1999-2000  
*Administered and interpreted aptitude and intelligence tests for clients seeking career counseling*
- ♦ Consulate General of Japan, Boston, Massachusetts, USA  
Cultural Affairs Intern, 1996  
*Assisted consular staff in arranging Japan-related events for the Boston community  
Involved with JET program administration*

### ***Credentials and Professional Affiliations***

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- ♦ JLPT (Japanese Language Proficiency Test) Level 1
- ♦ JAT (Japan Association of Translators)

