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### ***Education***

University of Michigan, Ann Arbor, MI: M.S. in Archives and Records Management, 2011

University of Michigan, Ann Arbor, MI: Ph.D., Modern Japanese Literature, 1999

Stanford University, Stanford, CA: M.A., East Asian Studies, 1991

Harvard College, Cambridge, MA: A.B., *cum laude*, American History and Literature, 1986

### ***Experience***

**Freelance Japanese Translator**, 1997-present. Areas of specialization: automotive, chemical industry/waste disposal; political/military.

**Staff Assistant**, Asian Division, Library of Congress. Worked on digitization project at LC commissioned by National Diet Library (Japan). Assessed and prepared collections for digitization, participated in project planning meetings.

**Graduate Assistant**, Inter-University Consortium for Political and Social Research (ICPSR), University of Michigan, May-July 2010. Researched legal issues related to digital preservation for ongoing national workshop series.

**Research Assistant**, University of Michigan Press, September 2009-April 2010. Helped to design and conduct project to assess impact of online access on sales of Press titles.

**Assistant Archivist**, Bentley Historical Library, May-Aug 2009. Organized historical collections of personal papers and university records and wrote finding aids (collection descriptions).

**Consultant**, Bell & Howell Information and Learning, University of Michigan Center for Japanese Studies, others, 1999-present. Various research, analysis and writing projects, including interviewing and online and library research.

**University Instructor**, University of Michigan, Stanford University, various periods, 1990-2002. Japanese language and culture, Asian Studies, Classics.

**Research Analyst**, United States Congress, Office of Technology Assessment, April 1992-July 1993

**Staff Writer**, *The Daily Yomiuri*, (English-language edition of *The Yomiuri Shimbun*), Tokyo, April 1988-June 1990