

# Masaki Inoue

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## Work Experience

2009 October – Present

- Freelance Translator
- NOC Co., Ltd. (Tokyo Japan) – Remote contractor (part time)  
Project Manager/Editor

2008 March – 2009 September

Freelance Translator

2004 Oct – Present

Part-time English Instructor at Amami Island Medical Welfare College, Kagoshima, Japan

(<http://www.nissho.ac.jp/aimc/index2.html>)

2004 April – 2017 March

Part-time Instructor for Technical (IT) English at Amami Information Technology College, Kagoshima, Japan

(<http://www.amami-joho.ac.jp/>)

2002 April – 2008 February

- Freelance Translator
- NOC Co., Ltd. (Tokyo, Japan) - Remote contractor (part time)  
Editor/Translator: in charge of quality assurance, editing, and freelancer training

1999 May – 2002 April

NOC Co., Ltd. (Tokyo, Japan)

Chief Editor/Translator: in charge of quality assurance, editing, freelancer training, and project management

1997 – 1999

INT'L.com, Massachusetts, USA (currently Lionbridge Technologies Framingham site)

Senior Japanese Project Coordinator & Senior Localization Specialist: in charge of translation, editing, vender management/training, and joint project coordination

## Education

1997

Sophia University, Tokyo Japan

- MA: Comparative Culture

1995

University of Massachusetts at Boston, U.S.A

- BA: Anthropology with Concentration in Communication Studies
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## Work Skills

Windows OS (10, 8.1, 7, XP SP3 and other previous versions, Server 2016), Mac OS X, Microsoft Office (2016, 2013, 2010, 2007, 2003, 2000, 97) Trados (2017, 2015, 2011, 2009, 2007 and earlier versions), Wordfast, SDLX, Idiom WorldServer, Catalyst v.12, Adobe Illustrator (for context reference purpose only), Microsoft LocStudio/Espresso, Microsoft Hulk, and other major tools.

## Project executed

Microsoft Cloud & Server Platform Web pages, Microsoft Mastering Series (interactive self-training material), various software documents, Microsoft documents/Web (TechNet, MSDN, Cloud & Server Platform Web, Exchange 2000, SQL Server 2000, Windows Vista/XP/2000, Windows Server 2003, SMS, etc.), Microsoft-Sega Dreamcast SDK, , Nikon/Trimble survey software/documents, medical equipment-related documents (Medtronics equipment, wireless scope manual) , Cosmetics Ads/Catalog, and other projects from major companies including AutoDesk, Intel, PTC, GE, and Macromedia.

## Language Skills

Native Japanese speaker, Fluent English in both writing and speech (TOEIC 965, *Eiken* Grade 1).