

**Sean Deely**  
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#### **OBJECTIVE**

My objective is to provide my clients with the best possible service. I like to over-deliver and keep long-term relationships with the people I work with.

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#### **SKILL SET**

Windows XP/ Windows 7/ OSX Word Office Suite, Adobe Illustrator, Adobe Dreamweaver, Adobe Photoshop, Adobe After Effects, Wordfast CAT Tools, HTML, CSS, Coda, Wordpress CMS, Joomla CMS.

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#### **WORK EXPERIENCE**

##### **Tokyo Executives 1/2012– 2/2013 Event and Sales Manager**

- Event Planning and Management
- Bilingual support of all website content
- Creation and maintenance of bilingual documentation and contracts
- SEO and other Online Marketing strategy implementation

##### **Easylink Inc. 8/2011– 1/2012 Operator**

- Operations and Monitoring of internal Server Systems.
- Carry out multiple procedures daily
- Create and edit documentation.
- Find resolutions for issues that arise via internal communication and research.

##### **Freelance Translation and Freelance English Teacher 07/2007– present**

Over six years experience. Clients include Toyota, Fuji, and Mitsubishi

##### **English Village 02/2010– 08/2011 Tokyo, Japan English Instructor**

Instructor for beginner students, High School Students and high-level Business English students

##### **Game Tech Inc. 06/2009 – 08/2009 Fukuoka, Japan Intern**

- Proofread English Translations for Technical Documentation and Website Content
- Translation from Japanese to English for Technical Documentation and Website Content
- Researched U.S. Market for possible Direct Entry of Game Console Accessories.

##### **Letters and Science IT Office – UW-Milwaukee 08/2005 – 06/2009 Milwaukee, USA Technician**

- Provided Technical Training and user support for over 2,000 users.
- Created training image for quick training of new Technical Support Staff.
- Managed University Computer Equipment Inventory Tracker
- Researched Voice Tool programs and presented results to the CIO and Board of Associate Deans.

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#### **EDUCATION**

**University of Wisconsin Milwaukee – Milwaukee, USA 08/2009** B.A. in Global Studies – B.A. in Translation, Global Communications Certificate in International Business,

##### **Seijo University – Tokyo, Japan**

Majored in Economics and Finance (all classes were taken in Japanese only)

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#### **LANGUAGE**

Japanese: Fluent (written and spoken)  
English: Native

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#### **PERSONAL INTERESTS**

Music-(Play the drums, bass, keyboard and guitar), Web Design, Event Planning, Video Editing, Health (nutrition, bodybuilding), Basketball, American Football