

Curriculum Vitae



Kazuya Maruta

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T r a n s l a t o r / I n t e r p r e t e r

PROFESSIONAL SKILLS

- General Documents

Letters, resumes, transcripts, brochures, website localizations, etc.

- Internet and Media

Phone apps, computer games, web banners, website translations, etc.

- Legal Documents

Sales agreement, license agreement, business reports, company regulations, compliance policy, certificate of good standing, company/family registers, last will, etc.

LANGUAGE SKILLS

Japanese: Mother Tongue

English: Fluent

German: Fluent

MAIN AREAS OF EXPERIENCE

Engineering, Machines, Music reviews, Business General, Finance, Internet and media, Phone apps, Computer games, Education, Journalism, Ecology, Environmental issues, Literature, Arts, Telecommunication, Marketing, Broadcasting, and Tourism, etc.

WORK EXPERIENCE

I [have been](#) working as [a](#) translator since 2008.

Major jobs for end customers [have included](#):

- Patent (EN>JA)
- Software Localization (DE>JA)
- Website (EN>JA)
- Technical Manual (DE>JA)
- Agreement (EN>JA & JA>EN)

PRODUCTIVITY

English to Japanese: [2000](#) words per day (without using Trados)

Japanese to English: 4000 characters (without using Trados)

(This amount is variable according to the type of source file)

RELEVANT SKILLS

Good performance under pressure

Good communication skills

First responding to e-mails

Diligent

Precise

COMPUTER EQUIPMENT

Windows 7, High-speed broadband internet connection, scanner, multifunction printer

SOFTWARES

MS Office 2010 (Word, Excel, Power Point), Adobe Photoshop, Adobe Illustrator

EDUCATION

Tokyo Academy, Niigata, Japan
(Business and Marketing course)