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**SELECTED ACCOMPLISHMENTS**

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▪ ***Nadcap Audit Translator:***

As a translator & audit interpreter, worked closely with aerospace special process auditors, laboratory operators, and quality control managers to facilitate their communication during audits for over 7 years and contributed to clients' consecutive Nadcap accreditations. Translated +200 documents, including industry/customer specifications, process procedures, coating system manuals, quality assurance reports, and job logs.

▪ ***Instrument Development Assistance:***

Serving as an interpreter/assistant between internal technologists and worldwide distributors, prepared and presented timely status reports. Provided written and verbal translations related to user manuals, application development, and troubleshooting of RUO flowcytometric instrument/analyzer, including their component-specific optics, electronics, software, and hardware.

▪ ***New Operation System Launch:***

Participating in the process of ERP system implementation/updates, assisted in launching new operation systems (Oracle and local), translated user manuals, and ensured milestones were met ahead of schedule. Worked closely with system engineers to identify key requirements, track issues, and facilitate resolution. Provided weekly status reports to internal/external departments. Educated operators and managers about the new systems.

▪ ***Translation:***

(Kindly note details cannot be disclosed due to confidentiality obligation)

- IT webpages/marketing materials/user manuals: AWS, Oracle, Adaptive Planning, and more, EN > JP
- Genetic & microbiota screening program webpages/marketing materials/user manuals, EN > JP
- App-based transportation service: Manuals, UI, and ads, EN > JP
- Cloud service training: Trainer/user manuals, EN > JP
- Industrial use alternator: Operation/safety manuals, EN > JP
- Cloud engineered system: UI, ads, and customer stories (Japan kick-off member of multinational service launch), EN > JP
- Smart educational toy: News releases, JP > EN
- Smart ticketing system: News releases, EN > JP
- Automotive components: Supplier's website & news releases, EN <> JP
- VDA information security: Requirements & workflow, EN > JP
- Institute of Internal Auditors: Video subtitling, EN > JP
- Good Design Award: Articles, JP > EN
- Elderly dental and healthcare: Industry reports, JP > EN
- Passenger flow simulation: Analysis reports, JP > EN
- Datacenter owner requirements, EN > JP

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- Global purchase best practices, EN > JP
  - CDP reports, EN <> JP
  - Legal administrators workshop presentation, JP > EN
  - ASTM: E384; C633; E1920; E2109; G171; A815; B215; E29; E11; E178, and more. EN > JP
  - AMS: 4999; 4998; 7881; 2448, and more. EN > JP
  - SEA: AS9100, EN > JP
  - JIS: Q9100; G4318; K5659
  - FDA inspection: Reports, JP > EN
  - Specifications and Operation Procedures: GE Aviation, Pratt & Whitney, Safran Aircraft Engines, IHI, KHI, EN > JP

▪ **Distributor Management:**

Assisted in establishing partnerships and created communication channels for updates of critical information. Responsibilities included monthly updates of a medical RUO instrument company website, specification change notice distributions, and demand and report of leads. Earned trust from distributors, suppliers, and domestic researchers by providing reliable information and follow-through communication.

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**WORK HISTORY**

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**02/2012 to Current**

**Freelance Translator**

- Working as a linguist in the fields of: IT; Engineering; Material testing; Machinery; Flow cytometry; Analysis software; QA/QC; FA; Nadcap; ISO/TS 16949; ISO 9001 & 140001; ASQ/JISQ 9100; Legal (NDA, MDA, PA); Coating; Power plants; Consumer electronics/appliances; Building materials.

Direct/indirect clients include leading companies in respective industries.

**11/2008 to 11/2011]**

**Translator/Logistics & Lead Tracking Administrator**

**Bay Bioscience Co., Ltd., Kobe**

▪ **Operations:**

- Translated manuals, troubleshooting guides, and contract documents such as distribution agreements (including LOI), NDA, and MTA.
- Took and distributed minutes of weekly sales meetings in English and Japanese.
- Liaised with English and Japanese speaking sales staff, engineers, IP advisers, R&D administrators, and distributors.
- Managed progress of shipment and documentation for import/export of RUO instruments/analyzers and biological specimens.
- Oversaw an ERP test run and directed subsequent debugging.

▪ **Achievements:**

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- Finalized a user guide for a RUO analytical instrument including its hardware and software.
  - Built up and timely updated a company website.
  - Completed contracts with distributors covering US, UK, China, Brazil, and Eastern Europe.

**06/2007 to 03/2008**

**Shipping Administrator**

**Alstom K.K. (Currently GE Power Solutions Japan), Kobe**

▪ Operations:

- Controlled delivery of materials and shipping documents (e.g., invoices, packing lists, certificates of origin) for two auxiliaries (fuel-gas desulfurizer, electrostatic precipitator) of a coal-fired power plant under construction.
- Serving as an interpreter, facilitated communication between a project manager and shipping supervisor.
- Translated a material storage instruction.

▪ Achievements:

- Completed delivery and required documentation on schedule.

Note: The above excludes those unrelated to the position available.

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**EDUCATION**

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- Technical Writing/Translation —Kobe International Business Collage, 10/2008
- Basic/Business/Industry Interpreter Program —Congress Institute, Osaka, 08/2008

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**SKILLS/QUALIFICATIONS**

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- Member of the Japan Association of Translators (JAT)
- Proficiency with MS Office — Word, Excel, PowerPoint
- CAT: SDL Trados, Memsource, memoQ
- Grade A Volunteer Interpreter — Japan Interpreters Association
- Grade II English Technical Writing — Japan Society for Technical Communication (JSTC)
- TOEIC — 910

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**VOLUNTEER/GUIDE**

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- Interpreter —First aid seminar, Kobe International Community Center, 11/2014 to current
- Translator — Parent Teacher Association, Kobe Elementary School, 03/2012 to current
- Information Guide — International Conference on Environment, Kobe, 06/2008
- Information Guide — International Congress of Biochemistry and Molecular Biology, Kyoto, 06/2006

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**REFERENCES**

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References can be made available upon request. For a quick view, please visit:  
<https://www.proz.com/feedback-card/1759396>