

Resume: Rika Tamura

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WORK EXPERIENCE:

-Select Human (February –December 2018)

Translation, customer service support via LiveChat, and web researches and other tasks. Working at home using Skype, etc.

- Seatongue (April 2011-September 2013)

Project Manager (April 2011-June 2012)

Account Manager (July 2012-September 2013)

- Sanyo/ Kyocera Corporation (Jan. 2003- Sept.2009)

(Sanyo's mobile phone division was taken over by Kyocera in 2008.)

Translator & Planning/ marketing assistant

* Translated technical and marketing documents.

* Translated and summarized annual reports, quarterly reports, and web casts.

* Government regulations on telecommunication (US and Japan)

* Increased the efficiency of translation by using translation software by 130 %.

* Published and distributed daily news letters after reading 100-300 news articles in English (such as WSJ, BW, cellular-news, Fierce Wireless, Mobile Burn).

* Analyzed carriers' and competitors' business performance and devise business plans

- Primus Financial Services, Inc. (Nov. 1999 – Dec. 2001)

The company, which used to be Mazda Motor's financial subsidiary, was

acquired by the Ford Group. I joined the company just before the M&A.

* Mainly engaged in written translation: internal audit manual, risk management documents, financial reports including annual reports, new financial reporting system manual, marketing reports, agreements, etc.

* Worked as an oral translator from time to time.

- Freelance Translator (Started in June 1987)

* Academic theses and documents of the Government of Japan (GOJ) and other governments and international organizations

Civil Engineering, education, Ministry of Finance, JAEC, Food Agency, Cabinet Office, Ministry of Economy, Trade and Industry, Ministry of Land, Infrastructure, Transport and Tourism (JE and EJ), and Ministry of Defense (EJ). Cabinet Office (EJ), Ministry of Foreign Affairs' Diplomatic Bluebook (JE). Olympic Game Management Manual (EJ). Outline of Measures against Domestic Animal Infectious Diseases (JE), Code of Safety for Fishermen and Fishing Vessels (International Maritime Organization)(EJ), Matter for WADA Executive Committee (EJ), OECD Social, Employment and Migration Working Papers (EJ), reports from the Ministry of Finance (JE), Manual of Civil Aviation Medicine (EJ), Police White Paper (JE), White Paper Disaster Management in Japan (JE), Leuven Manual on the International Law Applicable to Peace Operations (EJ),

* Legal: Various types of agreements, article of incorporation, lawsuit documents, etc. (EJ/ JE), Nevada Gaming Control Act (EJ), The Law on Securing Quality, Efficacy and Safety of Products including Pharmaceuticals and Medical Devices (Ordinance of the Ministry of Health and Welfare No.1 of February 1, 1961) (JE), and BARCLAYS OFFICIAL CALIFORNIA CODE OF REGULATIONS (EJ), Proposal from Division of Transportation. Chamber of Engineering Industries (Egypt) (EJ), Documents of CHANGE-City Hub and Network for Gender Equity (Note: Tokyo Metropolitan Government is one of the original members)(EJ)

* Business/Economy: Annual/ quarterly reports, World Bank reports, marketing reports (such as JD Powers, Yankee Group, Informa, Strategy Analytics, and ABC Research), opinion letters, internal audit materials, HR documents (360 degree evaluation, Six Sigma Black Belt Training, QC seminar materials, corporate trainings, corporate brochures, websites, business letters and emails (EJ/ JE), Recruitment documents for nurse/care taker candidates from the Philippines (JE)

* Nuclear/hydro power

Plant manuals: Keihin Technical Standards (JE)

Operational Status of Nuclear Facilities in Japan (JE)

AESJ Investigation Committee's Report on the Accident at the Fukushima Nuclear Power Station (JE)

Risk management: nuclear and other plants, construction, emergency risk management during natural disasters(JE), emergency risk management (natural disasters)(EJ)

* IT: Software manuals, marketing materials, training documents

Accounting software (EJ), AWS projects (EJ)

* Automobile: Honda, Toyota, Denso, and Matzuda (JE) Bosch (EJ)

Articles on transportation (self-driving car, the US/Japanese transportation infrastructure) EJ, JE)

* Medical instruments: Varian, Advanced Bionics (EJ)

* Medical instructions for patients (JE)

Training videos of medical diagnoses through medical equipment (EJ)

Medical inquiries for patients (EJ)

Medical charts (JE)

Theses on MOCA including Occupational Bladder Cancer in a 4,4'Methylenebis (2-chloroaniline)(MBOCA)-Exposed Worker (EJ)

* Husky Injection Molding Systems (EJ)

* Tourism (TripAdvisor)(EJ)

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Freelance Interpreter/Oral Translator

Worked as an interpreter at business/ technical meetings between a Japanese software company and an Israeli/Canadian BI company and at training sessions for salespeople and IT specialists.

EDUCATION:

1989 Kobe College Master Course

MA. in English literature

PROFESSIONAL SKILLS:

Computer Skill: Word, Excel, PowerPoint, etc.

Foreign Languages: English - TOEIC 900, STEP 1st Degree,

Translation Verification by Japan Translation Federation: 1st Degree

TRANSLATION MEMORY SOFTWARE
SDL Trados Studio 2019 (freelance version).
Wordfast
Memsources (online version)