

EMIKO KANEKO

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English, Japanese, and Thai translator/interpreter with experience in technical manufacturing for international industry and service sectors seeking to develop a full-time career in freelance translation and interpretation via online agencies.

LANGUAGES

Interpretation, translation and proofreading from/to

- Thai - Native
- English – Full professional proficiency
- Japanese - Native

EMPLOYMENT HISTORY

Freelance Translator/Interpreter (English, Japanese, Thai)

June, 2012 – Present

- Technical
 - ISO related document (quality manuals, procedures, work instructions etc.)
 - Manufacturing / machining
- General
 - Marketing (including transcreation: experience in gears for outdoor sports)
 - Website localizations
 - Travel guides, manuals
 - Transcription
 - Advertisements / announcements
 - Surveys
 - Tests
 - Subtitles
- Interpretation for Japanese companies
 - Manufacturing industries (automotive)
 - General

Interpreter/Translator and Executive Secretary to the Director

OPT Precision Co., Ltd. (Ayutthaya, Thailand)

Automotive and electronic parts manufacturer

March, 2012 – August, 2013

- Translation and simultaneous interpretation.

- Translation of all internal and external general documents and emails, technical manufacturing documents, posters and signs within the company.
- Interpretation in internal meeting including morning meetings in each section, management meetings, and company meetings. As well as, external business and technical meetings with customers.
- Taking minutes at meetings and writing summaries in Japanese, English and Thai for:
 - All internal and external meetings.
- Translate reports of production, accounting, and HR departmental reports from English into Japanese.
- Managing the diary of the Director, organizing meetings and arranging appointments (reserve restaurants, golf courses, accommodations, etc.).

Japanese Guest Relations Service Manager

The Four Wings Hotel (Bangkok, Thailand)

Hospitality

January, 2012 – March, 2012

- Foreign guest service focusing on Japanese guests
 - Assisting guests in Japanese
 - Managing email correspondence in Japanese, English and Thai.
- Sales team support
 - Supporting sales team with interpretation and translation.
 - Supporting sales team drafting documents and correspondence in Japanese, English and Thai.

EDUCATION

Maine State High School, USA

Long Beach City College, USA

Associate of Arts Degree

ADDITIONAL INFORMATION

- Computer and internet literate; excellent typing abilities.
- Proficient in Microsoft Office Word, Excel, Power Point and Publisher.