

# SATSUKI KATAYAMA

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## PROFESSIONAL SUMMARY

Highly organized and reliable translator with a background in biochemistry. Experience in translation of documentations such as reports, formal documentations, websites and brochures in pharmaceutical and fashion industries.

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## SKILLS

- ERP system
  - Microsoft Word, Excel, Power Point
  - proficient English skill
  - Exceptional communication skills
  - International sales support
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## WORK HISTORY

01/2014 to **Secretary for President**

Current *Daiichi Orimono Co., Ltd. – Fukui, Japan*

- Translate English in e-mails, documents etc. into Japanese for President.
- Translate corporate homepage, corporate profiles and brochures, documentations etc. into Japanese.
- Write in English letters, e-mails, documents, advertisements etc.
- Create a website for promoting a project in English and Japanese.
- Operate international sales in B to C business.
- Establish E-commerce site in English and in Japanese.
- Attending all in-company meetings (sales, factory, production, development, monthly hearing etc.) and reporting to president.
- Attending customer meetings with president.
- Organizing a cooperative projects with other companies.
- Arrange advertisement, press release etc.

12/2012 to **Sales Representative for Europe and America**

12/2013 *Daiichi Orimono Co., Ltd. – Fukui, Japan*

- Make presentations of products to customers in Japan and designers of Europe and America.
- Communicate with customers through e-mails or on the phone.

- Arrange to send requested samples to customers.
- Present prices, negotiate price and lead time with customers.
- Receive orders and arrange processing of ordered products.
- Negotiate and manage lead time of processing with outsourcing companies to meet customer's due date.
- Attend exhibitions and present products abroad (in Milan and in Munich) and in Tokyo, Japan.
- Develop new products and evaluate them before presenting to customers.

02/2009 to Customer Service Coordinator

08/2011 *Teva API Japan Ltd. – Tokyo, Japan*

- As a contact point of the customers, Coordinate sample shipments from the over-sea manufacturing sites to Japan office and from Japan office to over-sea sites.
- Provide data, information, samples as per customers' requests by communicating with responsible colleagues located in HQ of the company and manufacturing sites abroad, and translating between English and Japanese simultaneously throughout the work.
- Prepare documents required for import/export custom uses, in both English and Japanese.
- Coordinate supply chain management: processing orders, arrange shipments and sending of products using Priority (ERP system).
- Arrange customer audit at over-sea manufacturing sites and translate all information and documentations for customers.
- Claim management: Report claims, arrange product returns, communicate with R&D at production sites, check investigation report, translate the report, and translating between English and Japanese simultaneously throughout the work.
- Prepare contracts to be closed with customers and make correspondence communicating with staffs at Legal Dept. at HQ while translating and communicating in both English and Japanese.

07/2008 to Quality Control Assistant

01/2009 *Sumitomo Chemical Co., Ltd. – Tokyo, Japan*

- Make Material Safety Data Sheet in English for products (agricultural chemicals), which provides experimental data and

chemical information of the products.

- Translate all Japanese-written MSDS to English.
- Create data bases of products.
- Process sample-exporting procedure.
- Make lists and tables using excel, word, and PDF.

09/2007 to Lab Assistant

04/2008 *Fukui University Hospital – Fukui, Japan*

- Laboratory of the First Surgery Department of Fukui University Hospital in Fukui, Japan. Work with a surgeon who researches on cancer cells taken from his patients.
- Purify protein and RNA from the blood collected from cancer patients.
- Use PCR and RT to transcript and translate DNA of cancer cells.
- Use Light-cycler to amplify DNA and discuss on outcomes.
- Assay protein of cancer cells.
- Read instructions in English and creating a brief summery of experimental results.

08/2005 to Tutor

02/2007 *Borough of Manhattan Community College of City University of New York – New York*

- Tutor college students in subjects of chemistry, biology physics and mathematics.

08/2004 to Volunteer

04/2006 *Columbia Hospital of Columbia University – New York*

- Communicate with doctors and medical stuffs.
- Attend to patients and their family members.
- Volunteer in the Pain Management Department.
- Make lists of patients' information.
- Sort and file documentations.

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## EDUCATION

Jun. 2007 Bachelor of Science: Biochemistry

*Hunter College of City University of New York - NY*

- Coursework in advanced English writing.

Jun. 2005 Associate of Science: Science

*Borough of Mahattan Community College - New York*

- Honored Phi Theta Kappa Awarded and graduated with Science
- Awarded and graduated with the Science Department Award of

the year

Dec. 2002 IELA (English) course : English as a second language  
*Hunter College of City University of New York - NY*

March 1998

*Attended Fujishima High School - Fukui*

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## CERTIFICATIONS

- TOEIC score: 970
  - Secretarial Skill Class2 Certificate
  - Talk Coordinator Class3 Certificate
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## INTERESTS

- Skiing, running, yoga
- Playing the Piano
- Ikebana (Japanese traditional flower arrangement)
- Studying French language