



Ted Richardson

JAPANESE > ENGLISH
TRANSLATOR, EDITOR,
COPYWRITER

PROFILE

“Made in Japan” means top quality and I aim to reflect that in all of the clients’ English language materials.

As a permanent resident of Japan, my freelance experience plus 25 years’ experience inside a major Japanese medical equipment company enables me to translate any document that a company needs in order to successfully export to the world.

VALUE PROMISE

- ★ Careful research
- ★ Clear and accurate information
- ★ Make the customer happy with the client

DETAILS

🏠 Native English speaker, US citizen, Japan Permanent Resident

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🌐 www.linkedin.com/in/tedrichardsontokyo

🔗 www.proz.com/translator/2259755

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★ TRANSLATION EXPERIENCE

Freelance Milestones

★ **January 2020:** Translated over 1,000,000 characters and 200 projects

Document Types

Freelance translator

Journal articles, hospital and adverse event reports, president’s remarks, press releases, clinical trial reports, public health bulletins, local tourism proposals, cooking articles, contracts (rental, distributorship, financial, employment), environmental presentations and articles, instructions for a popular online role playing game, beer marketing plan

In-house editor/translator

Specifications, IEC-60601 conformity, regulatory inquiries, post-marketing surveys, MSDS, QC, production process documents, user and service manuals, support and FAQ, journal articles (translation and substantive editing), training material for products and AED/CPR, user interface for software and medical devices, product brochures, websites, product and PR videos (narration, subtitles), annual reports, environmental reports, corporate PR, press releases, newsletters, speeches, presentations, marketing plans and user questionnaires, tender specifications, agreements, meeting minutes, correspondence

Products

Medical

Pharmaceuticals; patient monitors; BIS, pressure and other sensors; electrocardiographs; AED and defibrillators; hemodynamic monitors; cath lab equipment; electroencephalographs and EMG/EP equipment; hematology analyzers, reagents and DNA analysis kits; otolaryngology treatment units and surgical tools; catheters; medical device testing equipment

Other

Gas chromatography equipment, audio testing equipment, wind tunnel prototype systems, electronics, automotive, skin care products

🔒 PROFESSIONAL EXPERIENCE

Japanese Translator

Freelance translator

2017~

- Manage global client portfolio and deliver translation projects meeting stringent time constraints

Editor, Translator, Technical Writer

Nihon Kohden Corporation, Tokyo

1991–2016

- Edited and translated user manuals for company’s complete line of medical devices
- Contributed to the content of international marketing materials
- Assisted in preparation of senior level executive speeches and presentations
- Responsible for proofreading English language documentation related to regulatory affairs, QA and factory inspections, and all matters related to R&D, production, marketing, and international sales of medical equipment

TOOLS

Translation

memoQ 9, SDL
Trados Studio
2019, Microsoft
Office, ABBYY Fine
Reader (OCR),
GIMP (Photoshop
functionality)

Computer and File Security

Lenovo ThinkPad
X1 Yoga with 23"
2nd monitor, high
speed reliable
internet, Dropbox
Plus, Backblaze se-
cure encrypted
backup, VPN
Unlimited (paid)
VPN and firewall,
Avast Antivirus,
Malwarebytes

INTERESTS

Writing, health
and fitness (exer-
cise, kettlebell
training, Olympic
lifting, American
football, ice
hockey, diet and
supplements),
meditation, Japa-
nese food, Thai
food, sustainable
living, world his-
tory and culture,
science and
technology, com-
edy, science fic-
tion, art and
graphic design,
music (pop, rock,
playing guitar and
bass, songwriting)

English Teacher

Interac, Yokohama

1990–1991

- Developed curriculum and taught English in corporate settings
- Evaluated student proficiency

Technical Writer

Honeywell Bull Worldwide Information Systems, Massachusetts

1987–1988

- Organized, wrote and edited procedures and manuals for computer equipment
- Analyzed documents to maintain continuity of style
- Managed revisions to manuals based on product and specification changes

Organizations

Japan Association of Translators (JAT)

2018~

Toastmasters International (Tokyo, Kawasaki, Chiang Mai)

2013~

- Competent Communicator Award
- Vice President of Membership in Chiang Mai, Thailand
- Award winner in humorous speech contest
- Mentor to new members

EDUCATION & CERTIFICATIONS

Education

- **University of Massachusetts Amherst, Massachusetts** 1990
B.A. in English Literature
Teaching assistant in upper level US history course
- **Associated Technical Institute (ATI), Massachusetts** 1986
Certificate in computer and electronics technology
- **University of Massachusetts Lowell, Massachusetts** 1979–1982
Engineering, liberal arts

Languages

- ★ **Japanese Language Proficiency Test N2** ([certificate](#)) 1996
- **Murasaki Japanese Institute, Tokyo** 2015–2016
- **KAI Japanese Language School, Tokyo** ([certificate](#), 2-year full course) 1996
- **We Learn Thai School, Chiang Mai** (Thai language) 2017, 2019

Continuing Education

- ★ **Goal:** Become a successful translator specializing in medical and pharmaceutical
2021: Associates degree in science. Learn anatomy and surgery basics. 2022: Learn basic
genomics, immunology, oncology, regenerative medicine, biotech, and pharmacology.

Medical

2018~

- 📖 [Writing in the Sciences](#)
Coursera / Stanford
- 📖 [Understanding Clinical Research: Behind the Statistics](#)
Coursera / University of Cape Town
- 📖 [Design and Interpretation of Clinical Trials](#)
Coursera / Johns Hopkins University
- 📖 [Drug Development](#)
Coursera / University of California San Diego
- 📖 [Clinical Terminology for International and U.S. Students](#)
Coursera / University of Pittsburgh
- 📖 [Vital Signs: Understanding What the Body Is Telling Us](#)
Coursera / University of Pennsylvania

Legal and Financial

2019

- 🔖 [Corporate & Commercial Law I: Contracts and Employment Law](#)
Coursera / University of Illinois at Urbana Champaign
- 🔖 [Corporate & Commercial Law II: Business Forms, Financing & Government Regulation](#)
Coursera / University of Illinois at Urbana Champaign
- 🔖 [Finance for Non-Finance Professionals](#)
Coursera / Rice University

Translation

2017~

- 🔖 [memoQ 8 Level One Certified](#)
(memoQ)
- 🔖 [SDL Post Editing](#)
(SDL Trados certification)
- 🔖 [Trados Studio Productivity](#)
(Rx Translations, 1 ATA CEU credit)
- 🔖 [memoQ Productivity](#)
(Rx Translations, 1 ATA CEU credit)
- 🔖 [PDF OCR with ABBYY FineReader](#)
(Rx Translations, 1 ATA CEU credit)
- 🔖 [Dragon Dictation for Next Level Productivity](#)
(Rx Translations, 1 ATA CEU credit)
- 🔖 [Business Planning](#)
(Rx Translations, 1 ATA CEU credit)
- 🔖 [Glossary Building; Prioritization and Organization; Managing Workflow; other translator skills and best practices](#) (Rx Translations)

Writing, SEO, Marketing, Design

- 🔖 [Writing in the Sciences](#)
(Coursera / Stanford)
- 🔖 [SEO Training Course: Building Sustainable Traffic for Business Growth](#)
(HubSpot)
- 🔖 [Drawing on the Right Side of the Brain®](#)
(DRSB, 5-Day Workshop)
- 🔖 [Songwriting](#)
(Coursera / Berklee College of Music)
- 🔖 [Design and desktop publishing, visual design, publication design, UI design, web design, Photoshop](#)
(ZDU, university and online courses)