

ECHO ANDERSON

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PROFESSIONAL SUMMARY

Focused Translator with highly developed understanding of Japanese language and culture. Skilled in quickly and accurately translating written documents and audio recordings.

SKILLS

- Japanese to English translation
- Audio translation service
- Document interpretation
- Time management
- English editing and proofreading
- Written communication
- Strong IT skills, experienced in use of CAT Tools, Microsoft Office

EDUCATION

FUKUOKA NANAKUMA JAPANESE LANGUAGE COLLEGE

Fukuoka, Japan • 03/2017

Certificate of Japanese: Japanese Linguistics

- Graduated in Top of Class
- Coursework in Mathematics, Physics and Chemistry
- Teacher of the Advanced English Conversation Club

WORK HISTORY

Freelance - Translator

Fukuoka, Fukuoka, Japan • 07/2017 - Current

- Translated documents from Japanese to English
- Translated documents from German to English
- Conferred with subject matter experts and other colleagues to establish precise understanding of specialized concepts and translate appropriately
- Maintained knowledge of developments in Japanese language to effectively review and update existing translations to conform to contemporary trends in communication
- Consulted specialized dictionaries, thesauruses and reference books to identify closest equivalents for nuanced terminology, words and phrases
- Prepared English subtitles for videos and online presentations
- Converted text and audio recordings from Japanese to English
- Translated and recorded material for use in multilingual radio advertisements

Kids Joy - Head Teacher

Fukuoka, Fukuoka, Japan • 01/2015 - 01/2017

- Co-founded children's after school English program in Fukuoka, Japan
- Worked with teaching staff to evaluate individual progress and recommend appropriate learning plans
- Taught varied levels of English to classes of students through organizing and leading interactive activities
- Promoted physical, academic and social development by implementing diverse classroom and outside activities
- Collaborated with team members to help expand marketing channels
- Led as department head in establishing daily schedules, curriculum and ESL activities