

# Ronalyn Takagi

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## Summary

I have more than 5 years of experience of being a Japanese to English, English to Japanese translator and interpreter, 1year experience for being a data entry clerk and researcher. I believe that my skills and knowledge in this field will qualify me for consideration. I enjoy being challenged and working on projects that require me to work outside my comfort and knowledge are important to me and the success of your organization. I am confident I will be an asset to your company.

## Education

**Asian College of Technology,**  
High School

Graduated - March 2004

**University of Southern Philippines Foundation,**  
Bachelor of Science in Nursing

Graduated - March 2008

## Employment History

**ACS, A Xerox Company,** Central Visayas  
*Data Entry*

June 2010 - February 2012

### Duties and Responsibilities

- Prepares source data for computer entry by compiling and sorting information; establishing entry priorities.
- Tests customer and account system changes and upgrades by inputting new data; reviewing output.
- Secures information by completing data base backups.
- Maintains customer confidence and protects operations by keeping information confidential. Contributes to team effort by accomplishing related results as needed.

**MANABI Japanese Language Institute,** Ueda, Nagano Prefecture  
*English teacher, Japanese-English translator/interpreter*

May 2014 - Present

### Duties and Responsibilities

- Speak, read, and write in at least two languages, including English and Japanese.
- Check translations of technical terms and terminology to ensure that they are accurate and remain consistent throughout translation revisions.
- Discuss translation requirements with clients, and determine any fees to be charged for services provided.
- Produce a conducive environment for teaching the English language to children.
- Plan and make lesson plans

## Languages

Japanese: Conversational  
English: Fluent  
Cebuano: Native  
Tagalog: Fluent