

Akira Fujisawa

Professional Summary

Freelance translator since 2015

PERSONAL DETAILS

Name: Akira Fujisawa

Address: 36-12-401 Kashiwa-cho Ashahi-ku Yokohama-City Kanagawa

Nationality: Japanese

Email: fujisawaakilawoffice@gmail.com

Skype ID: onenesslove2

Phone number: +81-45-567-8051

EDUCATION

Faculty of Sociology, University of Hitotsubashi, Japan

Graduates of Legal Training Center (1997)

CAREERS

Wattman Limited Tokyo branch, as an accounting clerk (1988-1990)

Kanto Building Service Corp., as a real-estate transaction specialist (1990-1995)

Nakashima General Law office, as a legal assistant (1997-2013)

Tokyo translation school (2013-2015)

English - Japanese Freelance Translator (2015-)

EXPERTISE

Law, Contract, Financial, Marketing

Real-Estate Transaction Specialist

Administrative Scrivener

2019 Intellectual Property Translation Test passed

2019 Intellectual Property Management Skills Test passed

SKILLS

English and Japanese translation/proofreading

translation volume: 12,000 words/week, average 2,000 words/day, at most 3000/day (E>J),

SDL trados studio 2019, memoQ

Achievements

- Contract and Agreement
 - Purchase and Sale Agreement, Distributorship Agreement, License Agreement (Patent, Manufacturing, Book selling and so on)
 - Employment Agreement, Voluntary Resignation Agreement
- Conference minutes of International Organizations
- Economic and Financial articles
- Manuals (including Electrical Devices and TV games)
- Financial Statements, P/L,B/S
- Legal notice, privacy policy, disclaimer
- Manual and Terms of immigration app”Singapore Arrival Card”
- Advertisement and Marketing materials and website of multiple companies.
- ELECTION ADMINISTRATION PLAN of Santa Clara County of California
- User Manual of Color Jet Printer for industrial use

TRANSLATION ENVIRONMENT

〈PC〉

- Desktop PC (main)
 - OS: Windows10 Pro 64bit
 - CPU: Intel Core i7-4570T
 - Main memory SSD:248GB/RAM memory:8GB
- laptop
 - OS: Windows10 Pro
 - CPU: Intel Core i7-10510U
 - Main memory SSD:500GB/RAM memory:16GB
- Monitor
 - 27inch wide+24inch Dual monitor
- Printer
 - Brother Laser Printer DCP-L2550DW