

Ashley Dary

St. Paul, Minnesota

608-698-1819

ashleydary009@gmail.com

PROFESSIONAL EXPERIENCE

Mugen Creations LLC - *Translation Manager*

June 2019 - July 2020

- Review Japanese to English translations focused mainly on video games, audio dramas, and Japanese culture
- Organize files and convert them into the appropriate format for CAT tools, translation platforms, and related programs
- Manage and communicate with in-house and freelance translators to assign and schedule work, discuss quality, and assist in technical issues

MICOLY, Inc. - *Japanese to English Localization*

APRIL 2019 - June 2019

- Translate DIY and craft video dialogue and descriptions to the target language

Docomo Technology inc., Yokosuka Japan - *Exhibit Hall Attendant /*

Receptionist

AUGUST 2018 - MARCH 2019

- Guide guests through tours of the company exhibit hall and provide information on new technologies under development
- Translate and edit Japanese to English exhibit guides and questionnaires
- Record and manage inventory, schedules, and guest numbers

VOLUNTEER EXPERIENCE

Kanonji-Appleton Partnership - *Language Tutor*

March-June, 2016, 2017 & 2018

- Create and lecture on introduction Japanese language and culture for sister-city partnership travelers
- Evaluate and adjust lesson material to suit the needs of travelers

EDUCATION

Lawrence University, WI

Bachelor of Arts in Linguistics, Minor in East Asian Studies

September 2014 - June 2018

ADDITIONAL CERTIFICATIONS

TOEIC - *R&L: 985, Speaking: 200, Writing: 200*

Teaching - *Worked as Teaching Assistant for the Japanese language department for 3 years, conducting classes for beginner and intermediate Japanese students*