

# yoko greaves

11 Wendover Drive • Frimley • Camberley • SURREY • GU16 9QP • United Kingdom

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## PROFILE

I have been using both English and Japanese during my career in the UK for more than 20 years. My key strengths include:

**Committed and hard-working, good team player**

**Enjoying being a bridge between Japanese and non-Japanese people**

**Strong interest in marketing and cross-cultural activities**

I am open to new opportunities to get involved in fields such as cross-cultural exchange, education, IT, art, fashion, marketing, sports, tourism, and media.

## EXPERIENCE

**Self-employed: Beau Education & Translation Service** **Sep. 2018- present**  
**Freelance translator (English/Japanese) and educational service provider**

### **-Translator (translation, transcreation, localization)**

- Websites
  - technology, IT, deep learning, education
- Apps
  - games [sports, family], task management, SNS design tool
- Audio subtitles
  - technology [marketing]
- Utterance creation
  - AI training
- Documents, correspondents
  - marketing, electronics, art, education, media & travel, health & safety

### **-Assistant for Koshu (Japanese calligraphy and painting artist)**

- Providing support at workshops, exhibition, and demonstrations (e.g. exhibition in Georgia, cultural events, filming, etc.)
- Commercial product design, translation, administrative support
- Planning and coordinating participation at events and exhibitions

### **-Educational administrator, ASK Education Centre Ltd.**

- Supported guardian service for Japanese students studying at schools in UK

**Programming Research Ltd (now Perforce Software UK Ltd.) Feb.2018 – Sep.2018**  
**Technical Writer/Translator (Japanese)**

- Inhouse translator for a static coding analysis software product, translating the technical texts within the programme (e.g. messages, technical help, documentation) from English to Japanese

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**AVX Ltd., UK****Aug. 1999 – Jan. 2018**

– Electronic component manufacturer, a Kyocera group company

**Product Marketing Specialist (connectors)** Dec. 2006 – Jan. 2018**Product Marketing Assistant (connectors)** Aug. 1999 – Dec. 2006

- Assisting Product Marketing activities for Japanese connector resale business across Europe
- Supporting sales staff and engineers in Europe with their technical, quality, pricing and logistic issues by communicating with the Japanese manufacturer, including translating Japanese materials (e.g. technical documents, presentations) into English
- Creating marketing reports and managing marketing materials

**Nagasaki Prefecture, Japan****Apr. 1992 - Mar. 1998****Primary School Teacher**

at Kikitsu Primary School (2 years) and Ikiriki Primary School (4 years)

- Taught 6 to 12 years old in Kikitsu Primary School and Ikiriki Primary School
- Heavily involved in English teaching experiment programme, ran by Ministry of Education, for 4 years in Ikiriki Primary School
- Head of English for 3 years

**EDUCATION****MSc in Scientific, Technical and Medical Translation with Translation Technology**  
Imperial College, London. Graduated 2004.**Bachelor of Education – (Primary Education / English Education)**

Nagasaki University, Japan. Graduated 1992.

Qualified Teacher for Primary School and English for Junior High School in Japan.

**SKILLS**Microsoft office (Excel, Word, PowerPoint), Email (Lotus Notes / Gmail / Outlook)  
CAT tools experience - SDL Trados, Crowdin, MemoQ, GitLocalize  
AS400 (manufacturer application system, IBM iSeries), TM1 (reporting database)  
Full UK clean driving licence**LANGUAGE****Japanese** (mother tongue); **English** (fluent)**INTERESTS****Japanese calligraphy** - Shihan, qualified calligraphy teacher**Running** - London Marathon 2016 finisher. Currently a parkrunner.**Sports to watch** - e.g. Rugby World Cup 2015, London Olympics 2012 (including women's football final), Football World Cup in France 1998 (6 match)**Travelling** - incl. backpacking in Asia, Australia, New Zealand, Ecuador**NATIONALITY**

Japanese

**VISA STATUS**

Permanent residency (Indefinite leave to remain)

**MARITAL STATUS**

Married to British citizen