

# Yumiko Tanaka

Mount Berry, GA 30149  
yumikotanaka.c@gmail.com

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## OBJECTIVE      Japanese / English / French Translator

### SUMMARY

Currently working as a full-time freelance translator. Native speaker of Japanese with excellent command in English and French. Over ten years total of working experience in international trading/logistics, global industrial manufacturing, travel business, energy supply, language education, and food industry, which are the backbone of my high-quality translation assuring clients' satisfaction by understanding their real needs. Have experience in localizing US business to Japan. Translated various materials such as contracts, manuals, brochures, websites, and videos designed for internal/external use. Operate SDL Trados Studio 2019 translation software. Also familiar with Microsoft Office. Able to successfully communicate complex information by email, phone call, and face-to-face conversation acquired in complex international business. Have collaborative skills with a wide range of individuals earned while working globally.

### WORK EXPERIENCE

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|--|----------------------------|
| <b>Freelance Translator</b> (Mount Berry, Georgia)   | <b>Nov 2019 - Present</b>  |
| <ul style="list-style-type: none"><li>• Translate mainly from English/French to Japanese.</li><li>• Transcribe Japanese recorded audio (including Truth transcription).</li></ul>  |                            |
| <b>Parts Administrator, Accretech America, Inc.</b> (Richardson, Texas)  | <b>Jul 2017 - Aug 2018</b> |
| <ul style="list-style-type: none"><li>• Executed Purchase Orders of semiconductor production machinery parts and arranged both domestic/international shipments urgently needed to support clients' product lines.</li><li>• Updated house inventory and replenished low stock by making re-stocking orders with the parts center headquartered in Japan.</li></ul>  |                            |
| <b>Translation Specialist, Ambit Energy Holdings, LLC</b> (Plano, Texas)   | <b>Apr - Jun 2017</b>      |
| <ul style="list-style-type: none"><li>• Translated in-house and external materials, documents, and websites, from English to Japanese language for localizing new energy business in Japan.</li><li>• Proofread other colleagues' translation work to perfection. Also controlled the deadlines of all ongoing projects for the team.</li><li>• Operated SDL Trados software for translation process.</li><li>• Coordinated seamlessly with US local staff and foreign members in Japan by emailing and holding frequent teleconferences with time difference.</li></ul> |                            |
| <b>Sales Support, Mitsubishi International Corporation</b> (Irving, Texas)   | <b>May 2014 - Apr 2017</b> |
| <ul style="list-style-type: none"><li>• Requested quotations from US manufacturers based on Japanese clients' instructions and placed purchase orders.</li><li>• Arranged a high volume of US-Japan multimodal export/import shipments, with full compliance with US regulations (including Hazmat, EAR, and ITAR items.) Prepared shipping documents and billing slips with accuracy.</li></ul>   |                            |

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(Continued from WORK EXPERIENCE)

## **Japanese Teacher, Iowa City Japanese School** (Iowa City, Iowa)

**Jan 2011 -  
Mar 2012**

- Taught students in weekly lessons in math, Japanese history, and Japanese language and literature. Prepared yearly curriculum and weekly reports.

## **Sales Representative, Mitsubishi Corporation LT, Inc.** (Tokyo, Japan)

**Apr 2007 -  
Jun 2010**

- Coordinated a large volume of ocean shipments from Japan to over 10 destination countries in Asia, Europe, and the US.
- Enhanced clientele loyalty by taking business trips to Singapore and hosting foreign customers in Japan to discuss important issues, ensuring customer satisfaction.

## LANGUAGE SKILLS

**Japanese (Native level)**

**English (Advanced level)**

**French (Advanced level)**

- Grade B2, Diplôme d'Études en Langue Française (DELFI), Sèvres **2012**
- Grade Pre-1, Diplôme d'Aptitude Pratique au Français, Tokyo **2004**

## OTHER CREDENTIALS

- **Certificate of Attendance**, Multimodal Hazardous Materials Transportation Seminar, Pipeline and Hazardous Materials Safety Administration, U.S. Department of Transportation, Dallas **2016**
- **Certificate of Attendance**, 2015 Winter Back to Basics International Trade Export Licensing & Compliance Conference, Society for International Affairs, Miami **2016**
- **Certificate of Training**, ITAR to the EAR Licensing Procedures, Bureau of Industry and Security, U.S. Department of Commerce, Dallas **2015**
- **Certificate of Training**, Complying with U.S. Export Controls, Bureau of Industry and Security, U.S. Department of Commerce, Dallas **2015**
- **IATA/FIATA Introductory Course**, Montreal **2008**
- **C Grade (Basic Trade Chief level)**, Proficiency Test in Trading Business, Japan Trading Business Association, Tokyo **2006**

## EDUCATION

Bachelor of Arts in French, University of Yamanashi, Kofu, Japan

**2007**

Exchange student, Université Jean Moulin Lyon III, Lyon, France

**2004-2005**

Exchange student, Iowa Mennonite School, Kalona, Iowa

**1998-1999**

## REFERENCES

Available upon request