

Rina Sasaki

Freelance Translator EN-JP, JP-EN

Tokyo, Japan

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SKILLS

- Bilingual Japanese/English, TOEIC certified with a score of 920/990, Basic Chinese skills
- MS Office 365 (Word, Excel, PowerPoint), Trados 2021, MemoQ, Xbench, XTM

EDUCATION

September 2019 – January 2020: Nankai University, Tianjin, China

- Chinese Language Student majoring in Chinese Language and Culture

April 2014 – March 2019: Ryukoku University, Kyoto, Japan

- The Bachelor of Arts degree in English Language and Literature

PROFESSIONAL EXPERIENCES

April 2019 – Present: Freelance

- Translator from English to Japanese and Japanese to English
 - Ensured to translate into a target language conveying the meaning of the source text in a natural way and handled client's requests and queries and maintained a network
 - Worked on Translation/Editing/Proofreading/Transcreation in the following fields:
 - Mainly Marketing, Life Science and Medical/Clinical Research (manual, instructions, protocols, questionnaires, reports etc.). Other general areas are General Business, Education, Websites, Social Media, Games, Hospitality and Literature
- Localization Quality Assurance Analyst in Japanese
 - Ran test suites, verify fixes, spot grammar and language issues
 - Followed the documented processes at all stages of the testing process
 - Verified that bugs have been fixed and implemented correctly
 - Ensured that correct terminology is used
- Customer Service in English and Japanese
 - Responded to inquiries by customers from abroad in English and Japanese

April 2019 - August 2019: Green Hospitality Management Co.,Ltd.

- Front Desk Clerk: S PERIA HOTEL KYOTO, Kyoto, Japan
 - Compute bills, collect payments, post charges, adjustments and make changes accurately for the guests
 - Perform simple bookkeeping activities, such as balancing cash accounts
 - Answered inquiries in English and Japanese pertaining to a guest registration for hotel services and travel directions or make recommendations regarding shopping dining or entertainment
 - Respond to inquiries from guests from other countries in English and Japanese by phone and e-mail
 - Received reviews from customers mentioning "staff smiling and speaking good English"

DATE

22 September 2023

SIGNATURE

Rina Sasaki