

# MIKA BOOTS

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## Profiles

Being a bi-lingual who use both English and Japanese interchangeably, I understand even the slightest difference in nuances of a word in each language. Also having worked as a translator/interpreter at a world's major insurance company, I am aware of clients' needs with a cross language communication. I am a language specialist.

I am a goal-oriented translator whom you can depend on delivering the best quality translation between English and Japanese with reasonable fees.

## Objective

To work as a freelance translator - English to Japanese and vice versa.

## Skills Summary

- High level of experience as a translator and interpreter;
- Understanding and knowledge of broad subjects including finance, natural history, and organizational management;
- Highly motivated in customer service and customer satisfaction;
- Strong work ethics.

## Professional Experiences

### ***Translator and Marketing Assistant***

*J-Global K.K. (Tokyo, Japan)/August 2020 to present*

- *Translated project proposals, marketing and sales materials English to Japanese and vice versa.*

## **Freelance proofreader**

*Various outsourcers (remote work) May2020 to present*

- Proofread more than 19,000 words up to date with a very tight schedule.

## **Cross Cultural Business Trainer**

*RIZAP ENGLISH Corporation (Tokyo, Japan)/November 2018 to January 2020*

- Train Japanese people to achieve the targeted score in TOEIC by analyzing their strengths and weaknesses and support them every day with e-mail communication
- Advise and support Japanese business people with their international business trips, presentations in global setting, or telephone conference. This includes teaching them international business manners and the differences between Japanese and international business customs.
- Lecture and teach basic English conversation when the clients' English skills are at low level
- Solicit continuation of more sessions to those clients whose term is about to end as a sales person

## **Finance and Operations Manager**

*Frontier Law & Advisory Ltd. (Hanoi/Vietnam)/April 2014 to October 2017*

As Finance Manager

- Checked the monthly financial report produced by the company's accountant and advised the CEO on the financial health of the firm
- Updated the firm's monthly financial projection
- In charge of Accounts Payable and Accounts Receivable and made payments to the vendors and sent out invoices to the clients
- In charge of entering the business expenses that the CEO personally paid to the firm's accounting software and ensured timely reimbursement to the CEO
- Checked the monthly payroll that the accountant prepared and authorized the payment of the employee's salary

As Operations Manager

- Supervised the firm's accountant and the CEO's secretary
- Kept the employee's annual leave log
- Produced the Human Resource manual that was in line with Vietnam's Labor Law

- Created the firm's website using a cloud-based software called "Weebly"
- Created and maintained web-based company's CRM system and identified new clients and developed new customers and maintained their account in conjunction with the CEO and the COO.
- Maintained customers' accounts (including JICA) and acted as a contact person for each client

#### Others

- When the firm prepared a proposal for Japan International Cooperation Agency's project in Vietnam and after it won the project, I translated necessary documents from Japanese to English and vice versa to facilitate the project. As the only person with Japanese ability at the firm, I also acted as a liaison with JICA and completed most of the financial documents required for the payment of the fees.

### **Membership Director**

*World Affairs Council of Oregon (Portland, Oregon/ USA)/ October 1996 to July 1999*

- My major task was to increase the revenues from the membership on which the Council depended as one of the main sources of funding. Due to my work, the revenue from the membership almost doubled before and after my joining the Council. In order to accomplish the goal, I took the following actions:
  - Built a database using ACCESS and entered information of all the members we had regardless of whether the membership was current or lapsed
  - Extracted the information of lapsed members using ACCESS's query, sent out each member a letter asking for their membership renewal
  - For some of the more important members (with higher amount of membership fees), collaborated with the Council's board members and made personal phone calls to request their membership renewal
  - Created physical file for each current member for easy access to other staff members
  - Produced a brochure to explain the Council's activities and membership benefits to attract new members
  - In cooperation with the event coordinator, distributed the brochure to general public who attended the council's events.
  - Printed out address labels to the members using ACCESS's query to send out the Council's monthly newsletter.
  - Planned and managed an event project where members and non-members who are interested in international issues could meet along with international leaders in Portland to attract new members

## **Asia Program Officer – International Programs**

*Wildlife Conservation Society (Bronx, New York/USA) / August 1994 to June 1996*

- Provided logistical support to wildlife researchers who worked in Asia, mainly procurement of research equipment in the US and shipping it to the remote area in Asia where the researchers worked
- Collected their research reports for the organization's annual report and edited them for the printing
- Corresponded with the researchers regularly on email
- Supported Director of Asia Program
- Attended international conferences (in New York and Myanmar) in the absence of the Director

## **Program Assistant – International Programs**

*Wildlife Conservation Society (Bronx, New York/USA) / October 1993 to July 1994*

- Entered information on more than 1000 photo slides from wildlife researchers around the world into a database and physically filed them for easy access for everyone especially for the fundraising department
- In charge of administrative work for the research fund program that the Society provided quarterly: sending out application information to the interested scientists, entering the information on the application in the database and physically file the application, creating the documents for the board meeting to decide on the award, and sending out the letter to the applicants on the results.
- Answered the telephone, made copies, and did other miscellaneous work when the departmental secretary was unavailable

## **Interpreter/ Translator**

*ALICO Japan (AIG Group) (Tokyo/Japan) August 1992 to November 1992*

- Translated company documents between Japanese to English and vice versa
- Provided consecutive translation at board meetings between English and Japanese and vice versa

## **Language Instructor**

*Bilingual Corporation (New York, New York/USA) March 1991 to June 1992-Part-time employment*

- Taught English to Japanese business people who were stationed in New York area and their family members using the company's own methods
- Taught Japanese to American and international people in New York who wanted to learn Japanese for their business or for being transferred to Japan using the company's own methods

### **Computer Data Management Specialist**

Foster Parent Plan Japan (currently Plan International Japan) /October 1989 to December 1990)

- Entered over hundreds of fund transfer information from donors in Japan to the organization's own database daily with complete accuracy
- Extracted the information on donor renewal every month from the database using its query and printed the members' names and addresses on stickers to attach to the envelopes
- Saved all the data of donation monthly working with outside SE
- Supervised another Computer Data Entry staff
- When the demand of the data entry job is low, supported facilitation of the communication between the children who received the donation and the people who donated the money to the organization by translating their letters between English and Japanese
- Filed the copies of letters to each donor's file

### **Assistant to the Director – Native Instructors' Division**

ECC Corporation (Tokyo/Japan)/June 1989 to September 1989

- Supported the Director on everyday tasks such as answering telephones, making copies, filing, etc.
- Prepared documents for a new native instructor to get a work visa
- Provided support to find an alternative instructor when an instructor had to cancel a class
- Entered the instructors' time card information to a spreadsheet to create a monthly payroll for native instructors.

### **Assistant to Educational Information Department**

Japan-U.S. Educational Commission (Fulbright Japan) (Tokyo/Japan) October 1988 to March 1989 – Part-time employment

- *Provided support for the visitors to find the information they were searching for about the opportunities of higher education in the U.S.*
- *Answered inquiries by telephone (both Japanese and English)*
- *Operated a computer system to select about ten best schools to meet a visitor's specifications (field of study, location, etc.)*
- *Other miscellaneous tasks required by the department's staff*

## **Education**

### ***Masters of International Affairs (specialization in International Policy Analysis and Management)***

*Columbia University, School of International and Public Affairs (New York, NY) January 1991 to June 1992*

Course work included: Accounting, Public Sector Project Management, Policy Analysis

### ***Exchange Student representing Waseda University***

*Earlham College (Richmond, Indiana) August 1987 to June 1988*

Course work focused on Peace and Global Study

### ***Bachelor's degree in English and American Literature***

*Waseda University (Tokyo, Japan) April 1985 to March 1989*

## **Awards**

The EIKEN Test in Practical English Proficiency: Grade Pre-1 (1988)

United Nations Associations Test of English: Grade A (1988)

TOEIC Score 990 (2019)