

CURRICULUM VITAE

YASUYO HASHIMOTO



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CAREER OBJECTS AND SUMMARY

I keep a large number of customers and I correspond a wide range of needs. Currently I've translated documents from Spanish into Japanese, mainly related to law, Corporate legal affairs and Solar power. At the same time, I work as an in-house secretary.

I've worked as a translator in Spain for the following companies and institutions among others: TVE (Televisión Española), Tele 5, Cuatro, Policía Nacional de España, Seguridad Social de España, Ayuntamiento de Barcelona, Faculty of Veterinary Medicine of the Universidad Complutense of Madrid, Visa Europe, Museo de Prado, Mondo Services, Tridiom, Traducciones.com, Advance Translations.

I've worked as a translator in Japan for the following companies and institutions among others: Ministry of Economy, Trade and Industry of Japan, Ministry of Justice of Japan, Ministry of Agriculture, Forestry and Fisheries of Japan, Ministry of Education, Culture, Sports, Science and Technology of Japan, Narita Airport (NAA), NHK, TBS, Fuji Television, Nippon Television Network Corporation, BS-TBS, Instituto Cervantes de Tokio, Sociedad Hispánica del Japón (Casa de España del Japón), Platon K.K., DENTSINC., Samon International Law Office, Univergy, Solarig Japan G.K., Language House Inc. Translation, CROSSINDEX Corp., Acima.

My translation experience covers the following fields: **Law**, Patents, Food (wines, ham, olive oil) and, **Solar Energy**, Advertising, Tourism, web pages, **translation for subtitling**.

In translation, my motto is to strictly adhere to the deadline for submission, and I proceed the

operation very accurately and quickly.

In relation to interpreting, I can work out smoothly adapting to the environments and customer, moreover I translate appropriately and clearly to customers. I have confidence in my capacity to cope with various situations and tasks.

EDUCATION

September 2002- July 2003: Master of International Cooperation and Project Management at University Institute of Ortega y Gasset in Madrid, Spain (500 hours).

April 1996- March 2001: Bachelor's Degree in General Studies of the Southeast Asian Regions and Cambodian Language at Tokyo University of Foreign Studies (TUFS) in Japan.

April 1991- March 1994: High School of Ochanomizu Women's University, Tokyo, Japan.

WORK EXPERIENCE

September 2011 - (CURRENT): **Freelance translator Japanese - English - Spanish** registered in Japan

October 2017- May 2019: Section Chief in charge of evaluating titles of the License Section at **CONSULADO GENERAL DE PANAMÁ IN TOKYO, JAPAN**

- All procedures from the application acceptance of the endorsement of maritime certificate, the certificate of seafarer's certificate and endorsements of all certificates etc. to issue and deliver the endorsement licenses.
- Contact, exchange (email and phone) with Seaman Bureau of Panamanian Sea Agency, and prepare various financial statements and reports to send monthly.
- Verification on the diploma to Ministry of Land, Infrastructure and Transport of Japan.
- Document processing and sales management
- Customer response
- Audit correspondence
- Interpreter and translations of documents

September 2016- July 2017: Secretary of Direction at **INSTITUTE CERVANTES** in Tokyo, Japan

- Adjustment of director's schedule,
- Document processing and payment management of the director
- Responding to e-mails and phone calls to embassies and other companies, preparing all type of letters and invitations, etc.
- Translation and interpretation services

October 2013- March 2015: Translator and interpreter in Tokyo Penitentiary Center (Fuchu and Chiba), Japan.

March 2004 - August 2011: Freelance translator Japanese - English - Spanish registered in Spain.

Junio 2003 - Mayo 2004: Volunteer and Assistant at Department of marketing and projects in NGO Sports Network and Cooperation, Madrid, Spain.

LANGUAGES

Japanese: Native

Spanish: Perfect conversation, writing and reading; Bilingual.

- Received the award of Minister of Education, Culture, Sports, Science and Technology of Japan in March 2015 for having obtained the best score of the year, 2014 at the 1st grade exam of the Official Assessment of the Spanish Language.

English: Daily conversation, writing and reading; Business level.

French: Writing and reading; basic level.

PC SKILLS

Windows Environment: Word, Excel, PowerPoint, Access

Macintosh Environment.

Internet: Browsers, E-mail, Chat, FTP.