

Resume

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(Skype) Junko Shimizu
- Nationality: Japanese
- Educational background: graduated from faculty of Linguistics, Dokkyo University

Translation Capability

- Desired language: English to Japanese
- Area of specialty: IT, health care, education, sports, Japanese culture, food, sightseeing,
- Available working time for per day: 6 hours
- Available word number for per day: 2000 words
- Available working days: 4~5 days a week

Others

- Dictionaries: Eijiro 11th edit, Genius English Japanese dictionary, Business technical English dictionary
- Referring URL: Linguee, Weblio, Reverso Context, English grammar sites, General Special area sites, Textra
- PC spec: (OS) Windows10, (Memory) 8.00GB, (system) 64bit, (SSD Disk capacity) 930GB, (HDD capacity) 931 GB

- Machine translation tool: TORADOS
- Request unit cost: 8~ Japanese yen/word
- Checker, Post edit possible: checker 1~2 Japanese yen/word
Post editor 7 Japanese yen~/word

Qualification

Eiken pre-1, TOEIC 790, J-Shine

Work career

- Ito Yokado Co. Ltd.

Using computer installed Pos-System for below tasks

- *Inventory control
- *Management manpower
- *Service for customer
- *Complaints handling
- *Price changes etc.

- Freelance flower arrangement maker

Worked as a freelance with other job after coming back to Japan and made many wedding bouquets and corsages

- Intelligence Co. Ltd.

Registered this company and be dispatched to Campbells for below tasks

- *Input data in computer
- *Summarize information of products in stock, customers, orders in Excel to lead to increased efficiency

●Rui-Taka Co. Ltd.

General affair in Sports equipment manufacturer

*Create English document letter and English business letter

*Support to make a manual to acquire for approval ISO9001

●Tobitate Japan

*Input data of information

* Create invoice and thank you letter to the companies where donate money

* Use Word and Excel to make filing lists to work efficiently

●Tanqgakusha

*Input data of information

*Response to inquiry, complaints, orders etc.

●TEI Co. Ltd.

Registered and be dispatched as an escort of Rugby World Cup 2019

*Welcome the tourists at Narita or Haneda airport and take them to their hotel

*Take them to Tokyo station or Ajinomoto Stadium from their hotel

*Guide around Tobitakyu station

*Translate the informative information for the tourists

●Koganei Honcho Public Elementary School

* Use digital textbook to teach English with a native speaker

Study abroad

I have been to England to learn about the method of English flower arrangement and gotten Diplomat at aged 26.

Apparent from study English language, there were a various experiences.

*Table arrangement, wedding bouquet, funeral arrangement, potted arrangement, an internship at a flower shop, visited Royal Floraholland, the world flower market in Holland,

took lectures of plants and flowers

*I worked as a freelance after coming back to Japan

English Volunteer Experience

● Various activities at Daycare, preschool, elementary school for my boys in Moscow and Sydney

*Helping out making costumes and props as a sewing bee

*Helping out at math and reading classes

*Selling books at the school library

*Holding making sushi rolls classes and making the English recipe

● Selling and cooking food at a cafeteria in rugby ground in Sydney

*Confirming the schedule in advance with team managers with English email

● Working as an assistant of the running team in Sydney

*Confirming the schedule in advance with team managers with English email

● Reading English books at Honcho public elementary school

● Class volunteer and councilor at UWC ISAK JAPAN (International school of Asia, Karuizawa)

*Being a bridge between the faculties and parents

*Committing to make the foundation of the organization for students, faculties and parents

*Participating the meeting and communicating in English

● Providing various activities for non-Japanese who live in Tokyo in order to help them enjoy Japan and Japanese culture

*Hold a program once a month

*Planning, negotiating, operating originally in alternate shifts

*Create English text for applying form

*Making invitation

*Making script for MC

*Reception

(reference)

Cupnoodle museum/ Ajinomoto factory/ Kao factory/ House boating/ Calligraphy/ Tea ceremony/ Ikebana/ Kimono/ Kabuki/ Live Make-up Demonstration of Kabuki/ Strawberry picking/ Art museum/ Making temari/ Visiting Meijijingu/ Crepe work/ Papercut art/ Lacquer / Shell pairing/ Throwing fans/ Visiting parament house/ horseback archery/ visiting Ogasawara-ryū school to learn etiquette

Learning experience of interpreter

During Australia, I've taken the interpreter course for 3 months at TAFE in Sydney.

*Including the experience at a hospital and library

About myself

*I dedicate my job faithfully and always keep challenging new things to improve myself. I have contributed teams and had good communication. I will commit any job and do my best.

* After translation, I use the full/half-width replacement table to prevent misspellings.

* To ensure consistency in notation and terminology, and adjust tone. I use a style check tool to prevent wavering.

*Proficiency in Microsoft product (Word, Excel, PowerPoint) generally