				Freelance contents		Field
2018	July	Spanish	English	Documents to change the firm name for the Justice department of Argentina	Translation	Law
2018	July	Japanese	English	CRM implementation and transfer for the Chinese apparel acquisition	Interpretation, sequential	IT
2018	July	Japanese	English	CRM implementation and transfer for the Chinese apparel acquisition	Interpretation, sequential Online	IT
2018	July	Japanese	English	CRM implementation (product master, vender master, wholesale master and other transfer )	Interpretation, sequential, whispering	IT
2018	Aug.	Japanese	English	CRM implementation (E- commerce management for 3 day- workshop )	Interpretation, sequential, whispering	IT
				New cosmetic products presentation by an	Interpretation,	
2018	Aug.	Japanese	English	English artist  New robot presentation by Denmark at World	sequential Interpretation, sequential,	Retail
2018	Nov.	Japanese	English	Robot Expo.  Chilean high school participants to Japanese judges at the junior team session of the World	whispering Interpretation,	Robot
2018	July	Japanese	Spanish	Robot Expo.  Pre-conference of the futuristic city development of Smart illumination Yokohama	sequential	Robot
2018	Nov.	Japanese	English	2018. Presentation for Nagasaki, Netherlands	Whispering	Environment
2018	Nov.	Japanese	English	Hygienic control machinery from Slovenia at Foods Expo. in Tokyo Business agreement between the Spanish	Interpretation, sequential	Machine
2018	Nov.	Japanese	Spanish	shoes maker and the Japanese department store Final confirmation on the contract documents	Interpretation, sequential Interpretation,	Retail
2018	Nov.	Japanese	English	between the Japanese constructor and the American religious organization Business agreement between the American	sequential, whispering Interpretation,	Construction
2019	March	Japanese	English	glasses maker and the Japanese retailer  For a Japanese professor visit by the French	sequential	Retail
2019	April	Japanese	English	radiology pharmaceutical company	Interpretation, sequential Interpretation,	Retail
2019	April	Japanese	English	For CRM implementation process meeting with the Japanese online shop IT transformer Strategic meetings organized by Japanese and	sequential, whispering Interpretation,	ΙΤ
2019	April	Japanese	English	French printing companies for the tenderer selection toward the Tokyo Olympics 2020 Business negotiation between the U.S. credit	sequential, whispering	Retail
2019	May and July	Japanese	English	card maker and the Japanese bank	Interpretation, sequential	Finance
2019	July	Japanese	English	Business negotiation between the U.S. credit card maker and the Japanese bank	Interpretation, sequential	Retail
2019	July	Japanese	English	Round table discussion with the Japanese public in the World SDGs Summit 2019 Firm's profile presentation by the French	Interpretation, sequential	Government
2019	Seo.	Japanese	English	radiology pharmaceutical company to the Japanese medical manufacturer at the firm license change	Jap. to Eng. Whis. Eng. to Jap.Seque.	Medical
2019	Oct.	Japanese	English	Participants excursion for the current food loss in Japan, organized by the Ministry of Agriculture, Forestry and Fisheries of Japan	Whispering	Government
2019	Nov.		English	For an inglish auditor visit to Japanese employees and Japanese hair salons	Interpretation, sequential	Retail
2019	Dec.	Japanese	English	Japanese WordPress hosting companies and associates incentive workshops for US	Interpretation,	Retail
2019	Oct.	Japanese	English	WordPress developer  Business negotiations between the Japanese	sequential  Interpretation,	IT
2019 2019	Nov.	Japanese Japanese	English Spanish	animation production and foreign partners  Japanese broadcasting NHK-BS1	sequential Subtitles	Animation  Media
2019	Nov.	Japanese	English	New business celebration with dinner for the online training system of U.S. developer (LMS)	Jap. to Eng. Whis. Eng. to Jap.Seque.	IT
2013	Nov.	Japanese	Liigiisii	Presentations by NY's participants in NY'S Ecosystem TechDay and JETRO representatives	Eng. to sap. seque.	
2019		Japanese	English	and a startup guide CEO in YOKO BOX, YOKOHAMA global session Presentations and Q&A by Paralympics GB	Jap. to Eng. Simul Eng. to Jap.Seque.	Government
	Dec.			Chef De Mission and Head of Performance Services toward the host region, Yokohama at	Jap. to Eng. Whis.	
2019	Dec.	Japanese	English	the event of 「ParalympicsGB: Towards Tokyo	Eng. to Jap.Seque.	Government
2019	Dec.	Japanese	Spanish	Japanese broadcasting NHK-BS1 Symposium and workshop with excursion and Q&A, at Manazuru at Kanagawa prefecture	Subtitles  Jap. to Eng. Whis.	Government
		1	English	organized by 「Community M I C E project 」	Eng. to Jap.Seque.	Government
2019		Japanese	Erigiisii	Interview by the Philippine consul to Japanese	Interpretation	
2019	Dec.	Japanese	English	Interview by the Philippine consul to Japanese manufacturer at hiring foreign workers	Interpretation, sequential	Government
				manufacturer at hiring foreign workers  Japanese broadcasting NHK-BS1	sequential Subtitles	Government Media
2019	Dec.	Japanese	English	manufacturer at hiring foreign workers	sequential	

# Kiyoe Kitajima

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#### WORK EXPERIENCE

#### Dec. 2017 to April 2018 Adient

(Dispatched worker)

· Internal interpreter for the vehicle seat manufacturer (Sequential interpretations and translations)

Sequential interpretations at town hall meetings, SOX internal audits, internal discussions for finance and production departments

Translations of the company profile, media and public announcements, SOX materials, and others

# 27/11 to 01/12 in 2017 Mitusbishi Heavy Industries Machinery Systems (Freelance)

· Simultaneous interpreter (Spanish)

Production process for corrugated cardboard manufacturers from Spain

#### June 2017 to Sep. 2017 Microsoft Japan Co., Ltd.

Enterprise Services Sales

(Dispatched worker)

· Simultaneous (J/E) and sequential interpretations (E/J) for an executive officer For customer visits and internal review meetings (Cybersecurity strategies and Cloud service implementation service)

### Jan.2016 to May 2017 VISTEON JAPAN Ltd.

Infotainment & Connectivity Electronic Product Development

(Dispatched worker)

- · Translations (Mazda's requests for software program development )
- · Sequential interpretations (workshops of software program development with Mazda and competitors/new product presentation/training for internal process tools)/telephone conferences requested by Mazda

#### Jan. 2015 to Sep. 2015 MITSUBISHI FUSO TRUCK & BUS CORP.

Secretary for Head of Quality Management Department

(Dispatched worker)

- · Schedule control
- · Simultaneous interpretations at Quality Management directors' weekly meeting( whispering)
- · Simultaneous interpretations for the board of directors (booth facility/ portable guide used)
- · Translations of reports for Ministry of Infrastructure, Land and Transportation

#### March 2014 to Dec.2014 MITSUBISHI FUSO TRUCK & BUS CORP.

Quality Management Department (Dispatched worker)

Sequential interpretations for internal meetings (Warranty, Reimbursement)

· Translations of dealers information (Commercial vehicle engine)

July 2012 to Dec. 2013 NISSAN MOTOR CO., LTD.

MONOZUKURI University (Business trust agreement)

- · Corrections and revisions of English and Spanish textbooks of Workshop Control (Operation Control, Quality Control, Maintenance)
- · Translations of textbooks for Nissan Russia
- · Interpretation in English and Spanish for Nissan directors

April 2010 to June 2012 NISSAN MOTOR CO., LTD. (Dispatched worker)

DOUKI SEISAN iFA and GENBA KANRI Promotion Group

Translator / Interpreter in English and Spanish

- · Translations of Global GK Diagnosis Documents for production material handlings
- · E-mail translations for Spain, Mexico, UK, US, India.
- · Interpretation for directors of US Environmental Protection Agency
- · Interpretation for Nissan India director for Bench Marking activities
- · Interpretation for regular telephone meetings with UK

#### Jan. 2010 to March 2010 NISSAN MOTOR CO., LTD.

NISSAN TECHNICAL CENTRE (Dispatched worker)

· Translation in English of technical documents of Electrical Vehicle

July 2009 to Sep. 2009 MAEDA Corporation (Dispatched worker)

- · Interpretation for monthly regular meetings, construction audit.
- · Translation of construction designs

#### July 2008 to May 2009 NISSAN MOTOR CO., LTD.

DOUKI SEISAN iFA and GENBA KANRI Promotion Group (Dispatched worker)

Translator / Interpreter in English and Spanish

· Interpretation for NISSAN trainees from overseas for skill development, and translations of training materials (Quality Control, Trim, Body, Press, Maintenance)

#### Jan. 2008 to May AMANO Corporation (Dispatched worker)

Translation of technical documents (Parking facility and communication devices)

- · Manual and specifications, IT standard, internal documents
- · Interpretation for engineers' team meetings

May 2005 NHK in Hiroshima (Direct contract)

· Translation from Spanish to Japanese for evening news

#### June 2004 to June 2006 AUTOLIV Japan Ltd. (Dispatched worker)

Logistic Production Control Operator

· Launched the logistic system for the electronic department

(ERP system operation and maintenance)

Translator / Interpreter in English

- · Regular meetings for engineers of electronic department
- · Project meetings for overseas guests

#### July 2003 to May 2004 Medical Equipment in USA (Direct contract)

· Customer service operator, billing transactions, investment control, order control, claim handling.

June 2000 to Aug. 2000 FUJITA Corporation in Peru (Direct contract)

Interpreter in Spanish

· Interpretation for ODA project (Japanese consultant company and Peruvian engineers) .

April 1999 to Dec.1999 Coca- Cola (JAPAN) Company Ltd. (Dispatched worker)

Secretary for Canadian and Japanese Managers

· Documents creations, Schedule control, Memorandum creation, Translation of news articles

April 1998 to Nov. 1998 Salomon Smith Barney Holding Inc.at Tokyo branch

Secretary for vice- chairman, general manager of a branch (Dispatched worker)

· Schedule control, documents creation, travel expenditure operations.

March to May in 1997 NHK in Peru (Direct contract)

Interpreter in Spanish

· Interpretation for Japanese journalists

Oct. 1995 to Aug. 1996 Kyodai Corporation (Regular worker)

· Secretary for Peruvian Consul at the Peruvian Embassy

April 1993 to March 1995 Kyoto ANA Hotel (Regular worker)

· Receptionist

#### **EDUCATION**

Mar. 1988 to April 1993

KYOTO UNIVERSITY OF FOREIGN STUDIES

The Degree of Bachelor of Arts, Department of Spanish Studies

Feb. 1997 to August 1997

PONTIFICIA UNIVERSIDAD CATOLICA DEL PERU

The Spanish Course for foreigners

Jan. 1999 to March 1999

RICE UNIVERSITY at Houston, Texas

The Course English as a Second Language

Jan. 2001 to June 2001

Berlitz Centers del Peru S.A.

The English Advanced Course

March 2002 to April 2003

BRITANICO ASCOCIACION CULTURAL PERUANO BRITANICA

The English Advanced Course / English Teaching Course

April 2008 to April 2009

ISS Institute

Spanish Interpreter Professional Course

April 2012 ISS Institute

English Interpreter Basic Course (Spring course)

April 2014 ISS Institute

English Interpreter Basic Course (Autumn course)

April 2015 ISS Institute

English Interpreter Basic Course (Spring course)

## LANGUAGE and SKILLS

TOEIC 920 - December 2015

The Spanish Language Proficiency Test 2<sup>nd</sup> grade - March 2013

Outstanding award of 2<sup>nd</sup> grade of Spanish Language by the Minister of Education, Culture,

Sports, Science and Technology - March 2013