TOMOYUKI URABE

PROFESSIONAL TRANSLATOR

Freelance Translator and Medical Writer
English into Japanese (Japanese native speaker)

WORK HISTORY

FREELANCE TRANSLATOR 01/2022 to Current
EC Innovations, Singapore

- Translated documents from English to Japanese.
- Listened to recordings and translated confidential information.
- Translated documents for research departments, supporting data collection and reporting.
- Repeated and restructured complex translations to optimize understanding.
- Translated documents from English to Japanese.
- Replicated flow, style, and overall meaning of original texts.
- Applied cultural understanding to discern specific meanings beyond literal written words.
- Used translation software to verify complex terms and expedite communication process.

EDUCATION

Harvard Extension School, Massachusetts
Bachelor Candidate, Biology

CERTIFICATIONS

Member of JTF
https://www.jtf.jp/connect/translator/912

SUNFLARE Academy
   Studied Medical Translations
https://www.sunflare.com/academy/

Ansekureco
https://ansekureco.wysiwyg.co.jp/
   Studied Medical Writing

TECHNICAL SKILLS
Excellent knowledge of Computer Assisted Translation tools(memoQ, SDL Trados Studio, Phrase TMS, SmartCat, and XTM)

PROFESSIONAL SUMMARY

Hardworking and passionate job seeker with strong organizational skills eager to secure

entry-level Freelance Translator position. Ready to help team achieve company goals.

SKILLS

- Medical Translation
- Medical Writing
- Project Support
- Business Process Understanding
- Quality Control Analysis
- Machine Translation
- Punctuation Corrections
- Editing Skills
- Document Review
- Customer Engagement
- Cultural Understanding
- Medical Science
- Reading Comprehension
- Medical Virology
- Medical Terminology

LANGUAGES

Japanese:

Bilingual or Proficient (C2)

English:

Advanced (C1)