

KIYOKO HALFORD

English – Japanese Translator (NAATI Certified)

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PROFESSIONAL SUMMARY

As a NAATI-certified English - Japanese translator with 30 years of experience, I specialize in legal, medical, and business translations. My career showcases versatility and precision, with significant work for government agencies and multinational corporations. Skilled in cross-cultural communication and backed by a journalism background, I deliver clear, culturally attuned translations. My expertise includes managing multiple projects and fostering strong client relationships.

EDUCATION AND QUALIFICATIONS

National Accreditation Authority for Translators and Interpreters (NAATI)

Sydney, Australia

English - Japanese NAATI Certification (ID: CPN0AK68E)

- NAATI is the foremost authority in linguistic accreditation in Australia, with worldwide recognition.
- NAATI certification is essential for formal document translation in Australia.

Tokyo Jogakkan College

Tokyo, Japan

Bachelor's degree, International Liberal Arts

- Acquired skills in global perspectives and intercultural communication, key for effective and nuanced translation.

PROFESSIONAL EXPERIENCE

NAATI Certified Translator

Sydney, Australia

Certified Freelance Translator

Feb 2000 – Current

- Provided translation services for a wide range of clients from government bodies to local businesses.
- Services spanned translating complex documents such as legal contracts, medical reports, government reports.
- Utilized deep understanding of English/Japanese for linguistically accurate and culturally appropriate translations.
- Successfully managed and delivered multiple translation projects simultaneously, meeting tight deadlines.
- Clients include: TOLL Group, Asahi Shinbun, Department of Home Affairs (Australia), Tourism Victoria, SBS.

RELEVANT PROJECTS

Government of Western Australia, Department of Health

Translation of Official Health Advisories - "Protecting Health in Hot Weather"

- Translated vital public health advisories on heat-related precautions and care, for Japanese-speaking residents.
- Collaborated with health experts to accurately convey medical guidelines and emergency procedures.
- Addressed diverse audience needs, including advice for infants, elderly, and home care, enhancing awareness.
- Facilitated cross-cultural understanding of health practices, playing a key role in the state's public health strategy.

Turboforte

Translation of Marketing and Instructional Materials - Turboforte Lung Physio Device

- Translated critical health device instructional and marketing materials, for Japanese-speaking users.
- Focused on conveying complex medical terminologies in an easy-to-understand manner, ensuring correct use.
- Contributed to raising awareness about respiratory health and managing conditions like COPD and asthma.
- Played a vital role in the international marketing strategy of Turboforte and its mission to expand globally.

Australian Government Department of Home Affairs

Translation of Humanitarian Immigration Settlement Program (HSP) Documentation

- Translated comprehensive materials for the HSP, aiding in the integration of humanitarian immigrants.
- Played a crucial role in ensuring accessible communication for Japanese-speaking immigrants.
- Translated critical information about services like case management, education, employment, and health.
- Contributed to a vital government initiative aimed at empowering immigrants with new skills and knowledge.

TOLL Group

Translation of Workplace Safety Training Material - "Think Safe, Act Safe, Be Safe"

- Translated essential workplace safety training materials, based on the "Think Safe, Act Safe, Be Safe" program.
- Facilitated effective training by translating detailed instructions for safety exercises and discussions.
- Helped communicate the new global safety strategy, ensuring the understanding of Japanese-speaking employees.
- Contributed to the multinational reach of TOLL Group's safety initiative, ensuring employee well-being.

SKILLS AND PROFICIENCIES

- Native fluency in English and Japanese, with proficiency in translation, interpretation, and localization
- Specialized in translating legal, medical, business, and official documents, ensuring accuracy and cultural context.
- Skilled in using various Computer-Assisted Translation (CAT) tools for efficient and accurate translations.
- Ability to adapt translation style for various use cases, from technical documents to government communications.
- Meticulous attention to linguistic details, ensuring high-quality and contextually accurate translations.
- Proficient in conducting thorough research and analysis for specialized translation projects.

PUBLICATIONS

- *Study Abroad Guide*
- *Globe Trotter : Australia*
- *Globe Trotter : Sydney*
- *Australia Living Guide*
- *World Culture Guide : Australia*

ALC Press, Tokyo
Diamond Publishing, Tokyo
Diamond Publishing, Tokyo
Diamond Publishing, Tokyo
WCG, Tokyo