RIE MATSUDA

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QUALIFICATIONS PROFILE

Highly dedicated and resourceful professional with a unique background in Japanese-English translation, technology research and development, teaching Japanese in high school and college, and interpersonal relations.

➢ Able to provide Japanese-English translation, localization, and quality engineering services for the IT and telecommunications industries.

➢ Experience in information technology (IT) and academic fields supporting to a high level of knowledge, creativity, and accuracy in handling complex assignments.

➢ In-depth technical knowledge including servers, databases, networking, and programming.

➢ Outstanding ability to interact and manage relationships in multicultural and multilingual settings.

➢ Extremely focused and detail-oriented individual with a commitment to advancing corporate priorities while improving productivity and efficiency.

EDUCATION

St. Michael's College – Colchester, VT
Master of Arts (MA) in Teaching English as a Second Language

Kobe City University of Foreign Studies – Kobe, Japan
Bachelor of Arts (BA) in American English

PROFESSIONAL EXPERIENCE

INDEPENDENT CONTRACTOR – Chestnut Hill, MA   2003 – Present
Translation/Localization Specialist

Performed Japanese translation services, editing, testing, quality assurance, and proofreading to meet the precise needs of each client. Worked with user interface (UI), Intranet/Extranet sites, documentation, employee handbooks, contracts, and transcripts. Managed client expectations. Worked at all levels of an organization to ensure the success of each project.

▪ Planned and executed projects such as Epic Games (middleware), HP, Fruit of the Loom, JCB (excavator), JP Morgan Bank, Click to Meet video conferencing tool for First Virtual Communications (FVC), ENOVIA MatrixOne PLM Platform for MatrixOne, and many others.

▪ Successfully managed other initiatives for CD-adapco (CFD), Curl, Documentum, and Hyperion.

▪ Contributing as a member of a major Cloud Service Provider's localization team.

LCD-ADAPCO – Lebanon, NH   2012 – 2015
Full Time Consultant – Japanese

Organized and supervised a team of Japanese linguists to execute localization (User Interface and Documentation) of STAR-CCM+, a commercial Computation Fluid Dynamics (CFD). Closely communicated with the software engineering, documentation and QA teams to ensure the highest quality on Japanese localization.

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LIONBRIDGE TECHNOLOGIES – Framingham, MA   2000 – 2002

Systems Specialist, Research and Development

Expertly designed, configured, and administered content management server (CMS), database, and Web applications. Supported deployment of a connector tool that facilitates localization processes. Led development and testing projects. Proofread and edited technical documentation such as user guides and release notes.

- As technical liaison, bridged the gap between in-house developers and architects, system administrators, and project managers from the client company.
- Communicated with clients at managerial and technical levels to understand their specific requirements, and implement all phases of each project in a seamless, skillful manner.

INTERNATIONAL COMMUNICATIONS – Framingham, MA   1994 – 2000

MIS (Management Information Systems) Specialist (1997 – 2000)

Earned two promotions to increase the functionality and productivity of all workstations, servers, and equipment. Optimized and maintained networks and systems, and quickly resolved issues. Administered the Intranet site, mail server, inventory database, and finance applications. Offered hands-on training and support to the user community.

- Performed fast, effective problem determination and resolution to eliminate downtime and improve performance of critical systems and applications.
- Led results-driven efforts that included database networking, clustering, backup and recovery strategies, automation, and performance improvement.

Manager, Japanese Localization (1996 – 1997)

Japanese Localization Specialist (1994 – 1996)

Promoted to supervise a team of Japanese Translators and Editors in developing superior quality documentation for Windows and Mac applications. Supported several concurrent projects that required extensive interaction with client decision makers, distributors, and subsidiaries in Japan. Performed capacity and capability assessments.

- Coordinated and facilitated linguistic and technical training workshops for Translators and Editors, and served as point of contact for complex questions and issue resolution.
- Managed initiatives for Agfa, Apple, Avid Technology, BroadVision, CE Software, Digital, FTP Software, Microsoft, Open Market, Parkin Elmer, and 3com.

HARVARD UNIVERSITY – Cambridge, MA   1991 – 1994

Drill Instructor in Japanese (Harvard University, EALC)

Instructor in Japanese (Harvard Extension School)

Taught introductory and advanced courses in Japanese language and culture to increase the language competencies of diverse students. Collaborated with colleagues to plan and organize classroom activities. Supervised evening and summer courses. Monitored student progress, and provided additional guidance and support when needed.

- Honored with two awards for *Distinguished Teaching Performance* and accepted three *Certificate of Distinction in Teaching* awards.

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Additional experience as Japanese Teacher for St. Johnsbury Academy in Vermont, and Shipping Coordinator for Masago and Company, Inc. in Osaka, Japan.

TECHNICAL PROFICIENCIES:

Platforms:	Windows, Mac, Android, iOS, Linux, Redhat, Sun Solaris
CAT Tools	MemoQ, Deja Vu, SDL Trados, WinTrans, Catalyst, Wordfast, Across
Languages:	HTML, DHTML, JavaScript, XML, C++, SQL
Tools:	Backup/Recovery, Configuration, Desktop Applications (Microsoft Office, Ichitato), DTP (Adobe FrameMaker, In-Design), Development Tools (Microsoft Visual Studio, Office Developer, Oracle DBA Studio), Web Application Servers and Tools (Microsoft SQL, Sharepoint, Apache, Tomcat, Oracle)