

Aiko Takahashi

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- OBJECTIVE:** Seeking general translation work in the field of technology.
- PROFILE:** Accomplished English to Japanese translation work more than 10 years.
Lived and worked in Florida for 15 years. Native Japanese speaker
- EDUCATION:** University of South Florida (Tampa, FL)
Bachelor of Science in Computer Science December 2002
- COMPUTER SKILLS:**
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|--------------------|--|
| Languages: | C, C++, Visual Basic, VHDL, and HTML |
| Operating Systems: | Windows 98, 2000, XP, Windows 7, 8, 10 Mac OS |
| Applications: | MS Office: Word, Excel, Outlook, and PowerPoint
SDL Trados, Lotus Notes |
| Database: | MS SQL, Microsoft Access |
- EXPERIENCE:**
- 8/2009 – Present
Freelance Technical Translator / Interpreter Pinellas Park, FL
English-Japanese Translator / Narrator /Interpreter
- Translate documents/Localize web base application and software
 - Quality Assurance
 - Perform voiceover
 - Interpreting for Pilots in classes and flight simulators for The Japanese Self Defense Force's aviation training.
- 8/2004 – 8/2008
PCHowTo Inc. Tampa, FL
In-house Translator/ Software Help Solution Show Builder/ Narrator
- Translated Software help documents/Localized web base application
 - Build multimedia shows (set up and configure various kinds of software)
 - Gave guide and train new employees
- 11/2003 – 8/2004
LandBlueBook.com Inc. Tampa, FL
Website Designer/ Website Developer
- Quality Assurance on ASP website
 - Developed and organized company website using MS SQL database
- 11/1999 - 12/2002
University of South Florida Student Government Computer Service Tampa, FL
Computer Lab Assistant
- Helped lab users on various software (PC & Mac)
 - Identified and troubleshoot software and hardware problems
 - Ensured policies and procedures are followed
- 2/1998 - 8/1999
Bell System 24, <http://www.bell24.co.jp> -Tokyo, Japan
Customer service/ Help Desk in Internet service provider
- Answered incoming call for customers' technical questions
 - Operated the customers' information on the computer
 - Learned customer service and computer operating
- REFERENCES:** Provided upon request