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Recently completed J>E translations (For direct clients and through translation agencies)

翻訳実績(和文英訳)

- 定款、大規模インターネット・サービス・プロバイダー (3,401 英単語)
Articles of Incorporation for a large Internet service provider (3,401 E words)
- 決算短信、大手重機メーカー (4,000 + 英単語)
Summary of Financial Results for a large scale heavy equipment manufacturer (4,000+ E words)
- CSR 報告書、大手通信会社 (7,167 英単語)
Corporate social responsibility report for a large telecommunications company (7,167 E words)
- 四半期報告書、大手電機製品メーカー (2,089 英単語)
Quarterly financial report for a large manufacturer of electronics parts (2,089 E words)
- 会社案内、大手電機製品メーカー (5,576 英単語)
Company brochure for a large manufacturer of electronics parts (5,576 E words)
- 食品輸入者のためのニュースレター (2,135 英単語) Newsletter for food importers (2,135 E words)
- 取締役会議事録、株主総会議事録、大手総合商社 (2,505 英単語)
Minutes of board of directors and shareholder meetings for a major trading company (2,505 E words)
- プレスリリース、北海道洞爺湖 G8 サミット等、日本の中央省庁 (5,571 英単語)
Press releases for Hokkaido G8 Summit and other international summits, Japanese government ministry (5,571 E words)
- ウェブサイトローカライゼーション、ウイルス対策関係のサイト、日本の中央省庁 (6,134 英単語)
Website localization of a computer virus-related website for a Japanese government ministry (6,134 E words)
- 携帯電話関連ウェブサイトローカライゼーション、新製品紹介、料金説明、など、大手通信会社 (2万+英単語)
Website localization for a large telecommunications company, incl. fee structures and product intros (20,000 + words)
- スピーチ原稿、大手家庭用電化製品製造者の社長 (2,041 英単語)
Speech transcript for the president of a large consumer electronics company (2,041 E words)
- 不動産・住宅市場動向レポート、証券会社 (7,899 英単語)
Market research report pertaining to the Japanese real-estate market for a securities company (7,899 E words)
- 鉄道会社の事業計画書 (3,000+英単語) Business plan for a railway company (3,000+ E words)
- ファストフードチェーン店のオペレーション・マニュアル Operations manuals for a fast food restaurant (20,000+英単語)
- 輸送関連業務取引契約 (1,927 英単語) Agreement for shipping-related services (1,927 E words)
- 非接続技術のマニュアル・規定書・ウェブサイトなど、大手電機製品製造者 (15,000+英単語)
NFC smartcard technology-related manuals, specs, website localization for an electronics manufacturer (15,000+ words)
- その他、ビジネス文通、社内報告書、製品カタログ、製品仕様書、事業計画書、貿易関係契約書、説明会資料、会社規定書、社員マニュアル、情報開示などの会社規則、IR・アナリスト向け説明会資料、2008年洞爺湖G8サミットのオンサイト英訳翻訳・校正
Other recently completed translation projects include business correspondence, internal company reports, product brochures, product specification sheets, business plans, international trade-related contracts, briefing session materials, employee work procedure manuals, corporate disclosure and other policy guidelines, investor/analyst briefing session materials, on-site translation and proofreading at the G8 Summit in Toyako, Hokkaido (July 7-9, 2008)

Translation Tools and Reference Sources (partial list)

Software: SDL Trados, Microsoft Word, Excel, PowerPoint, Adobe Acrobat

Dictionaries

- *Kenkyusha's New Japanese-English Dictionary*, 5th edition 新和英大辞典(第5版)
- *Dijirin*, 3rd edition 大辞林第三版
- *Taishukanshoten, Japanese-English Dictionary of Economics, Business and Industry*
大修館書店、経済ビジネス英語表現辞典
- *The Standard Bilingual Dictionary (March 2006 edition) – J > E law dictionary*
法令用語日英標準対訳辞書」 (平成18年3月版)

Style guides and other reference sources

- SEC, *A Plain English Handbook* 《米》証券取引委員会、プレイン・イングリッシュ・ハンドブック
- *The Chicago Manual of Style*, 15th edition シカゴマニュアル・オブ・スタイル、15版

Other work experience

- 2007– Translator, Self-employed
Business and financial Japanese to English translation (see previous page for details)
- 2000–2007 International Student Exchange Coordinator, English Educator
Soshin Girls' Junior and Senior High School, Yokohama
- Translating documents and text related to international student exchange.
 - Organizing workshops for and accompanying students on overseas study programs.
 - Setting up and running promotional booths highlighting English and overseas study programs both in-house and at convention centers.
- 1992–2000 Adjunct Faculty Member, English Business Skills Educator
Organizations including Obirin University, Tokai University, Toyo University, Mitsui Trading Company, Mitsubishi Trading Company, Nikkei Newspapers, Japan Long Term Credit Bank, United Nations
- Providing guidance pertaining to English-language business skills including negotiations, meetings, business correspondence, business telephoning, presentations, interviewing and resume writing.
- 1997–2000 Gen Corporation, Tokyo Contract work
- Proofreading corporate translations.
 - Dictating transcripts of promotional videos and advertising conferences.
- 1990–1992 Sales and Marketing Representative
Obun Printing Company, Tokyo, Japan
- Working with securities companies, embassies, chambers of commerce, trading companies, international schools, and various foreign companies in Japan.

Education and qualifications

- 1997 Level 1 certification, Japanese Language Proficiency Exam the Association of International Education Japan and the Japan Foundation
- 1993 Certification in TEFLA Royal Society of Arts and the University of Cambridge
- 1990 Bachelor of Arts Degree, International Business minor in East Asian Studies with a focus on Japanese and computer science Western Washington University, Bellingham, WA

Platforms

SDL Trados, Microsoft Word, Excel, PowerPoint, Acrobat

Professional associations

Member, Japan Association of Translators

Dictionaries

- *Kenkyusha's New Japanese-English Dictionary*, 5th edition 新和英大辞典(第5版)
- *Dijirin*, 3rd edition 大辞林第三版
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The Chicago Manual of Style, 15th edition シカゴマニュアル・オブ・スタイル、15版