

Maiko Hata

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PROFILE:

Native speaker of Japanese, BA in English Communication from a Japanese university, MA in Teaching English to Speakers of Other Languages. Familiar with and own license for translation software TRADOS, SDLX and Wordfast. Experienced in translating hotel/tourism and retail websites, marketing/business related materials, as well as interviews, narrations, training manuals, and education related materials. Co-authored two self-study English books. Strong ethics and very friendly service with option of native check in English.

EDUCATION:

Certificate - Business Success - 2008

Lane Community College

Eugene, Oregon

Certificate - Web-based Instructions - 2003

Simon Fraser University

British Columbia, Canada

Master of Arts - Teaching English to Speakers of Other Languages - 1997

Monterey Institute of International Studies

Monterey, California

Bachelor of Arts - English Communication/Education Major - 1996

Doshisha Women's College of Liberal Arts

Kyoto, Japan

TRANSLATION PROJECTS:

Hotel/tourism related

Translated into Japanese: Hilton, Hyatt, Choice, InterContinental, Mandarin Oriental, and Starwood hotel websites and marketing materials, TravelOregon website, official Tourism Site of British Columbia, Canada, Whistler website and tourism newsletters, among others. Website Testing: Leading Hotels of the World, Hilton.

Business/Marketing related

Translated into English/Japanese: Marketing presentations (PowerPoint)/documents, retail website including sporting goods websites, retail item descriptions, general business documents, employee training manuals (IT, compliance, medical). Internal newsletters, credit card/reward program/software terms and conditions, online business service websites.

Translated into English: Letters of recommendation, CV, user manuals. Japanese marketing consultant: University of Oregon ESL Program.

Education related Translated into Japanese/created teaching materials: Englishtown.com.

Translated into Japanese: Academic questionnaires for a research program.

Created lesson plans in English: K12 through business classes for various educational companies.

Authored: Two self-study TOEIC books, various academic papers in English/Japanese.

Entertainment related

Translated into Japanese: Designer and athlete interviews, promotional movie/commercial narrations, magazine articles (social issues).

Translated into English: Magazine articles.

Related projects

Transcribing audio files, editing.

TRANSLATION EXPERIENCE:

Freelance Translator

Eugene, Oregon

Translate websites and documents to and from Japanese. (April 2007 - Present)

Content writer/translator for Englishtown.com

Boston, Massachusetts

Wrote and translated lessons for an online ESL instruction company. (September 2000 - December 2001)

Translator/Interpreter/Language Instructor for Educational Consortium Institute

Aptos, California

Translated various documents and interpreted business meetings. Taught various English and Japanese classes. (May 1998 - August 1999)

TRANSLATION AND OTHER SOFTWARE:

Familiar with and own license for TRADOS, SDLX and Wordfast. PC with Word, PowerPoint, and Excel.

TEACHING EXPERIENCE: *(full list available upon request)*

Oregon University, American English Institute

Eugene, Oregon

Part-time ESL Instructor (September 2008 – March, 2009)

Kansai University

Osaka, Japan

Part-time English Instructor (April 2002 - March 2004, April 2005 - March 2006)

Senzoku Gakuen Junior College

Kawasaki, Japan

Full-time English Instructor (September 1999 - March 2002)

Educational Consortium Institute

Aptos, California

Japanese Instructor for staff members (May 1998 - August 1999)

Custom Language Services at Monterey Institute of International Studies

Monterey, California

Japanese Instructor (June - July 1997; March 1998)

PUBLICATIONS: *(full list available upon request)*

Books

[**NOVA Score-up Series TOEIC® TEST 600 Grammar & Reading**](#) (Self-study book)

Co-authored with Thomas Delaney and Osamu Takeuchi.

NOVA Books, Tokyo, Japan. (February, 2005)

[**NOVA Score-up Series TOEIC® TEST 600 Listening, Grammar, & Reading**](#) (Self-study book)

Co-authored with Thomas Delaney and Osamu Takeuchi.

NOVA Books, Tokyo, Japan. (October, 2003)

Research Papers

[**Translating Business Letters into Japanese: Organization, Etiquettes, and Helpful Websites**](#)

ProZ.com Translation Article Knowledgebase. (July, 2009)

[**Literature Review: Using Computer-Mediated Communication in Second Language Classrooms**](#)

Final Paper for Certificate in Web-Based Instruction at Simon Fraser University (June, 2003)

REFERENCES: *(available upon request)*