

Profile

My 5 years of living in Japan and working as a professional translator have polished my years of language study. I have high level of reading comprehension stemming from my background in Classical and Modern Japanese Literature and recognition of standard, non-standard, and traditional characters. I obtained Level 1 of the Japanese Language Proficiency Test in 2004, and have vastly improved my Japanese language abilities since.



I am active in an array of fields as a translator such as patent, medical, financial, machinery, but in particular I specialize in administrative, business, DTP, computer science and technical manuals.

I have also flourished as a Project Manager. The teams I lead ranged from consisting of small, intra-company members to international, multi-groups bodies. My excellent time management and productivity skills and my natural inclination to work well in teams complement well the high caliber of my team members.

Experience

- 2009-Present Partner Diablo Translations LLP
 - Administrative management (contracts, record keeping, advising on best practices)
 - Project Manager
 - Enterprise branding

- 2005-Present Freelance Translator Japanese → English
 - Fields include administrative, business, financial, computer science, medical, patent etc.
 - Contracts, academic journal articles, technical manuals, patents, reports, publications
 - Produce 7 – 10 pages per day (approximately 3 – 4,000 source characters)

- 2006-08 Translation Editor / Printer Liaison AJET Publications
 - Oversee complete translation of 300-page English-Japanese bilingual publication
 - Project Manager for 19 translators and native reviewers
 - Edit translations into Japanese for errors and standardization
 - Extensive work in InDesign
 - Interpret at meetings and liaised between AJET and Sun Messe Printing

- 2004-08 JET Programme
Coordinator for International Relations IAMAS Media Arts Institute
 - Project Manager for groups of 2 – 5. Deadlines always met with high quality work.
 - Translation for faculty, office, students and PR publications
 - Academic journal submissions, catalogs, contracts, books and pamphlets
 - Interpret for faculty meetings, lectures and public events

- 2005 Event Interpreter US Pavilion, World Expo 2005
 - Interpret for performers at US Pavilion
 - Technical liaison between stage crew and performers
 - Setup and supervision of performance venue

- 2003 Intern Translator Arizona Historical Society
 - Translation of 1960's Japanese language Arizona newspaper articles for archive
 - Organize translations by topic and relevance

Published Translations

Year	Title	Total Pages
2008	■ <i>IAMAS AIR Book</i>	268
	■ <i>IAMAS Graduate Exhibition Catalog 2008</i>	127
2007	■ <i>Planet Eigo: Down to Earth Team Teaching</i>	289
	■ <i>Ogaki Biennale 2006</i>	167
	■ <i>IAMAS Graduate Exhibition Catalog 2007</i>	141
2006	■ <i>IAMAS Graduate Exhibition Catalog 2006</i>	83
2005	■ <i>Kyoto: The Original Point-and-Speak Phrasebook 67</i>	128
	■ <i>Ogaki Biennale 2004</i>	57
	■ <i>IAMAS Graduate Exhibition Catalog 2005</i>	127

Education

2009	<u>Beijing Language & Culture University</u>	<u>Intensive Mandarin Program</u>
	■ 36 weeks of intensive Mandarin study	
	■ Intermediate Certificate	
2004	<u>Arizona State University</u>	<u>Graduate Studies in Japanese Literature</u>
	■ Classical Japanese, modern Japanese literature, classical Chinese	
2003	<u>Arizona State University</u>	<u>B.A. Asian Languages, Japanese</u>
	■ Dean's Honor List	
	■ Alpha Mu Gamma Honor Society (qualification: 3.4+ GPA in Japanese & Chinese)	
2001	<u>Kansai Gaidai University</u>	<u>10-month Immersive Student Exchange</u>
	■ Bridging Scholarship	
	■ Linguistic review of Japanese	
	■ Salsa circle	

Certificates

2009	BLCU Certificate of Intermediate Chinese
2006	JET Programme Translation and Interpreting Course
2004	Japanese Language Proficiency Test, Level 1

Software

Windows 7 Ultimate, Microsoft Office Professional 2003 (Word, Excel, PPT), SDL TRADOS 2007, Adobe InDesign CS4, FileZilla FTP 3, Adobe Reader 9, WinRAR 3.8, Practicount, Internet Explorer 8, Mozilla Firefox 3.6, Chrome 4, Skype 4.1, Windows Media Player 11 (full codec pack), QuickTime 7, ESET 4