

OBJECTIVE

To provide accurate and fluid Japanese to English translation for business and culture.

EMPLOYMENT

04/04 to Present

Freelance Translator

Marketing

- Hotel Advertisements
- Restaurant Information
- Catalogue Text: clothing, skin care, household goods
- Fashion: company website, press releases, product descriptions, etc
- University Course Catalogues
- Cultural Pamphlets

General Business

- Mission Statements
- President's Message
- Press Releases
- Company Memos
- Company Presentations

Arts and Entertainment

- Actor Profiles
- Travel Documentaries
- International Jazz Festival Information
- Animation
- Video Games
- Comic Books
- Mobil Game Content
- Songs
- Short Stories

02/05-06/07

Optometry Assistant

I translate and interpret between Japanese speaking patients and clinic staff. Responsibilities include gathering patient information and performing preliminary vision evaluations. I do general office work such as copying, filing and data entry, as well as billing patients and submitting bills to insurance companies.

04/21/07-04/24/07

Bilingual Booth Assistant

I assisted Mitsubishi Chemical at the Society for Information Display annual convention. I facilitated conversation between Japanese speaking engineers and English speaking visitors to the booth.

05/16/06-05/20/06

Bilingual Booth Assistant

At the Electronic Entertainment Exposition I assisted at the Japan External Trade Organization booth. In both Japanese and English I informed interested parties on JETRO's work. I also made notes in Japanese for JETRO staff describing how interested parties could benefit from JETRO's work.

2/98-6/04

Teacher, Hayward High School

I created a comprehensive Japanese program at Hayward High School. When I first began, there were twelve students in Japanese I. The program grew to more than 70 students in levels I through IV. My program included written and spoken Japanese as well as the culture, customs, and current events in Japan.

10/31/00

Interpreter

Representatives of the JR Higashi Railway Company came to San Francisco to learn about public transportation in the United States. I interpreted for them at the International Diplomacy Council.

1993-1997

Private and Public English Teacher, Atami, Japan

I trained six employees of City Hall in everyday conversation, as well as phrases and vocabulary specific to their jobs in the Immigration and Tourism departments. In addition to being an English teacher for City Hall, I had nine private students. I started teaching a four-year-old girl the alphabet, and in two years we were playing children's board games in English. I tutored another student who remembered some conversational English from grade school. When we went our separate ways he had been accepted to law school in the United States.

6/91-1/93

Dancer

I was lead dancer in four variety shows performing in Japan.

EDUCATION

8/99-5/04

San Francisco State University, M.A. in Japanese

I earned a 3.9 Grade Point Average. I was one of the few Americans in my program that competed with native speakers. My coursework included business applications as well as the pedagogy of teaching Japanese.

6/98-8/98

Monterey Institute of International Studies, Certificate Program

The Summer Intensive Language Program in Japanese focused on conversation, Chinese characters, and composition. I earned an A in each of three semesters.

5/92-6/92

Sendai Language Institute, Beginning Japanese

The course of study included the two phonetic alphabets used in Japanese, every day vocabulary, and sentence structure.

1987-1991

University of California at Irvine, B. A. in dance

I graduated in 1991 with a 3.3 GPA. I majored in dance with emphasis on teaching. Studies included dance history, musicality, kinesiology and the pedagogy of teaching dance as well as technique classes.

REFERENCES

Personal and professional references are available upon your request.