Richard S. Bennett, MA, MBA

251 South 800 West, Orem, UT 84058

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| 801-318-8383 |  | Richard.bennett@enrichls.com |

Personal Background and Objective

Japanese to English Translator/interpreter. Born in US, raised in Canada, lived in Japan.

Summary of Qualifications

* Fluent in Japanese
* Deep cultural understanding of Japan, Canada and the US
* Ability to translate documents from Japanese to English accurately, emphasizing business, legal, sports, religion, history, localization and political projects
* Experience with SDL Trados 2016, Microsoft Office, DreamWeaver, EasyScribe, HTML, and XML
* Exceptional written and verbal communication skills
* Proven ability to manage multiple projects with tight deadlines and complex variables
* Proven skill as a simultaneous and consecutive interpreter

Education

* Masters of Business Administration (MBA), Salve Regina University
* Masters of Arts in International Relations, Salve Regina University
* Bachelors of Arts in International Studies, Brigham Young University
* Legal training

Professional Experience

**President**, Enrich Language Services, Orem, UT, 2015-present

* Translates documents from Japanese to English accurately and on time
* Organizes translation and interpretation projects

**Vice President**, Fun At Home Games (family business), Orem, UT, 2006-present

* Design, produce, market board games
* Co-created board game “SwashBuckled™”

**Technical Writer**, American Express, West Valley, UT

* Read and migrated Japanese financial documents from one software to another
* Used HTML and DreamWeaver

**Manager**, HP Asian Licensing Center, Modus Link, Orem, UT

* Translated emails from Japanese, French and German into English for various HP teams and internal employees
* Managed international team in providing software licensing services to HP clients throughout Asia and Europe
* Solved difficult software licensing issues, saving clients thousands of dollars
* Streamlined response time from 24 hours to an average of 2 hours

**Language Consultant**, Rosetta Stone, Orem, UT

* Created positive relationships with clients and established need for product
* Prepared sales approaches for language learning program

**Associate Editor**, Joseph Smith Papers Project, Church of Jesus Christ of Latter-day Saints, Salt Lake City, UT

* Familiarity with legal documents including contracts
* Conducted research on early American legal systems, cases and procedures

**Records Management Specialist**, Canada Research and Records, Winnipeg, Manitoba, Canada

* Familiarity with Canadian grain and transportation industries
* Organized archives for Pioneer Grain Corporation (James Richardson’s)