

# AIRI SASAKI

## LANGUAGE TRANSLATOR | PROOFREADING AND EDITING



Kathyruthy3@gmail.com

### SKILLS

- Proficiency in Languages
- Translation Expertise
- Cultural Competence
- Attention to Detail
- Time Management
- Communication
- Technology Proficiency
- Language machine training

### EDUCATION

#### BACHELOR'S DEGREE

*University of Lisbon*

2010- 2015

#### MASTER'S DEGREE

*Ritsumeikan University Kyoto,*

*Japan*

2016 - 2018

### LANGUAGES

English

Japanese

### PROFILE

Experienced and versatile Language Translator and Article proofreading and editing with a proven track record of delivering accurate and culturally sensitive translations across multiple languages. Possessing a deep understanding of linguistics and a keen eye for detail, I am adept at conveying the nuances of meaning between languages while preserving the original intent and tone of the source material. With a passion for languages and a commitment to excellence, I thrive in dynamic environments where I can utilize my communication skills to bridge linguistic barriers and facilitate effective cross-cultural communication.

### EXPERIENCES

#### **Larana. Inc**

##### **Language Translator (English <>Chinese)**

**2015-2018**

- Translated a variety of documents, including legal contracts, business correspondence, and marketing materials, ensuring accuracy and consistency in terminology.
- Collaborated with cross-functional teams to provide language support and facilitate communication between departments.
- Conducted quality assurance checks on translated materials to maintain high standards of accuracy and readability.
- Managed translation projects from inception to completion, including project planning, resource allocation, and timeline management.

#### **Ginyard International**

##### **AI generated document proofreading**

**2018-2020**

- Proofreading AI Translated document( ENGLISH>JAPANESE) ensuring accuracy in both content and cultural context.
- Collaborate with clients to understand their specific translated documents deliver customized solutions to meet their objectives.
- Work closely with subject matter experts to ensure technical terminology is accurately translated.
- Utilize translation software and tools to enhance efficiency and maintain consistency in translations.

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### RELEVANT COURSEWORK

- Translation Theory
- Linguistics
- Comparative Literature
- Advanced Grammar
- International Relations
- Completed a thesis on the translation of legal documents from English to Japanese

### EDUCATION

BACHELOR OF ART  
*University of Lisbon*  
2010- 2015

MASTER'S DEGREE  
*Ritsumeikan University Kyoto,*  
*Japan*

2016 - 2018

### LANGUAGES

English  
Chinese  
Japanese

### EXPERIENCES

#### **Senior Translator**

***Whiteglobe Translation Services, Japan***

**2021-2022**

- Translated a wide range of documents including legal contracts, technical manuals, marketing materials, and educational content from English to Japanese and vice versa.
- Ensured accuracy and consistency in translations while maintaining cultural nuances and linguistic integrity.
- Collaborated with clients to understand their translation needs and delivered customized solutions to meet their objectives.
- Provided on-site interpretation services for meetings, conferences, and other events, facilitating effective communication between parties.
- Mentored and trained junior translators, providing guidance on translation best practices and quality assurance techniques.

#### **Freelance MPTE Translator**

***Self-Employed***

**2022-2023**

- Partnered with translation agencies and direct clients to deliver high-quality post-edited translations across multiple language pairs.
- Post-edited machine-generated translations for diverse content including e-commerce product descriptions, user manuals, software interfaces, and medical documents.

#### **CONVERSATIONAL AI TRAINER**

**2023- PRESENT**

Notable achievements include leading the development of a Japanese-language chatbot, achieving significant improvements in conversational abilities and user satisfaction ratings through meticulous testing and iteration.

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## LANGUAGE TRANSLATOR

 [kathyruthy3@gmail.com](mailto:kathyruthy3@gmail.com)

### REFERENCES

**Dr. Maria Silva**

University of Lisbon  
[maria.silva@gmail.com](mailto:maria.silva@gmail.com)

**Mr. Carlos Oliveira**

ABC Translation: Director of  
Marketing  
[carlosoli254@gmail.com](mailto:carlosoli254@gmail.com)

### JAPANESE AND CHINESE TRANSLATION

Dear Hiring Manager,

I am writing to express Sincere interest in the Japanese and Chinese Translator position at your esteemed company. With a diverse background in translation and Document Proofreading, I am confident in my ability to contribute effectively to your team.

Allow me to introduce myself; I am Airi Sasaki a seasoned Japanese translator with a strong track record of delivering high-quality translations and proofreading tailored to meet the specific needs of clients. Having honed my linguistic skills through years of experience, I possess a deep understanding of both the Japanese, Chinese languages and its nuances, enabling me to provide accurate and culturally relevant translations and document proofreading.

In addition to my linguistic proficiency, I bring a strong sense of adaptability and versatility to the table. I am adept at translating a wide range of content, including legal documents, marketing materials, technical manuals, Medical documents and more. This versatility allows me to tackle diverse translation projects with ease, ensuring that each piece of content resonates with its target audience.

Furthermore, I am highly organized and detail-oriented, with a meticulous approach to my work. I understand the importance of maintaining consistency and accuracy in translations, and I always strive to deliver flawless results within the specified timeframes. My strong work ethic and commitment to excellence have earned me praise from clients and colleagues alike.

In reviewing the job description for the Japanese or Chinese Translator and proofreader role, I am confident that my background and expertise align closely with the requirements of the position, and I am eager to bring my unique perspective and skills to your team.

Thank you for considering my application. I am excited about the opportunity to contribute to your company and help facilitate communication across linguistic barriers. I look forward to the possibility of discussing how my skills and experiences align with your needs in more detail.

Sincerely,



**AIRI SASAKI**