Eric Steven Grove

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Employment History

Technical Translator Sep 2016 - Present

*Mitsubishi Aircraft* **Moses Lake, WA**

-Interpreted Japanese to English and vice-versa in multiple situations and locations

-Studied specialized vocabulary for a variety of fields including: Avionics, Data Processing, Engineering

-Translated technical specifications, manuals, emails, newsletters, and GUI’s at a rapid weekly pace

President (Small Business) Oct 2014 - Present

*vermontexports.com* **Warren, VT**

-Liaised with importing contacts in Japan, Scandinavia, and Australia in English and Japanese

-Wrote business plans and established limited liability corporation in the state of Vermont

-Designed and implemented website and online sales portals, as well as social media presence

-Oversaw design of product, logos, labels, and all other audio-visual assets for company

-Designed production flow from maple sap distillation, maple syrup bottling, and international exportation

Technical Translator (Temporary Project) Feb 2014 - May 2014

*Corning Incorporated* **Corning, NY**

-Conducted simultaneous bilingual interpretation for multiple parties in daily project meetings at factory

-Translated frequent international email correspondence, excel spreadsheets, and purchasing orders

-Converted hundreds of pages of Japanese technical manuals and heavy machinery labels to English

Independent Japanese Translator Jan 2011 - Present

*Freelance* **Ogaki, Japan; VT**

Significant Projects:

-Translated letters and technical documents for an engineer employed at TIBC (Ibiden, Ogaki)

-Was outsourced to translate portions of the website for Sugiyama University (Nagoya, Japan)

-Contributed to Japanese to English translation and proofreading of reports related to the automotive industry (China Automotive Intelligence in Nagoya, Japan)

-Employed by Google for several months in 2016 to summarize Japanese websites (remotely)

Assistant Language Teacher (Elementary School) Mar 2012 - Jan 2013

*Cosmo Global Communications Schoo*l **Ichinomiya, Japan**

-Designed curriculum for preschool through sixth grade classes

-Wrote detailed lesson plans and syllabuses in Japanese for faculty

-Offered English and Japanese interpretation services for foreign visitors and international students

Assistant Language Teacher (Elementary School) Mar 2011 - Feb 2012

*W5 Staff Services* **Kaizu, Japan**

-Volunteered for a variety of interpretation and translation services as the only native English-speaker employed by the city

Private School Instructor Jan 2011 - Jan 2012

*ABC Preparatory School*  **Ogaki, Japan**

-Lead advanced language courses using modern linguistic techniques

-Tutored elementary through high school Japanese students in multiple subjects, including: English, Math, Classical Japanese, Chinese Character Writing, and Social Studies

-Assisted school-owner with all Japanese to English translation requirements

Business English Instructor May 2009 - Nov 2010

*BEAT English School* **Nagoya, Japan**

-Conversed with groups of corporate executives in both English and Japanese to facilitate learning

-Created careful evaluations of students’ progress and wrote reports detailing class participation

-Provided personal translation support pertaining to businesses of clients when necessary outside of class

Assistant Language Teacher (Middle School) Apr 2007 – Apr 2010

*Altia Central* **Kaizu, Japan**

-Constructed displays illustrating the cultural differences between Japan and other countries

-Evaluated student’s abilities, graded tests, and assigned homework using native Japanese educational standards

-Coached students in public speaking and pronunciation

ESL and Computer Instructor (Volunteer) Jun 2006 - Oct 2006

*Greater Columbia Literacy Council* **Columbia, SC**

-Communicated with non-native English speakers to teach American customs and phrases

-Demonstrated use of basic computer hardware and office software to underprivileged children

-Guided adult learners in math and reading skills for career advancement

Business Level Technical Support Agent Jun 2006 - Oct 2006

*Teleperformance* **Columbia, SC**

-Coordinated with colleagues and supervisors on specialized technical questions

-Analyzed and reconfigured remote computer and network systems

-Utilized proprietary software tools to assist corporate IT customers with telephone and network issues

Sales Associate (Men’s Suits) Jul 2005 - Apr 2006

*Macy’s* **Burlington, VT**

-Arranged merchandise in aesthetic displays

-Applied data entry skills to efficiently register new credit accounts

-Assisted customers with all store inquiries to maintain satisfaction

Subject Area Tutor May 2003 - May 2006

*University of Vermont* **Burlington, VT**

-Officially tutored classmates in several subjects (especially foreign languages)

Education

Bachelor of Arts Major: Japanese/Studio Art Aug 2002 - May 2006

*University of Vermont* **Burlington, VT**

One-Year Program Jan 2005 - Jun 2005

*Kansai Gaidai University* **Osaka, Japan**

Certification

Japanese Language Proficiency Test (N2) Jul 2011

**Gifu, Japan**

*Japan Educational Exchanges and Services*

Skills

-Operating Systems: Windows 95/98/ME/2000/XP/Vista/7/8/10, Apple OS 9/X, iOS, Android

-Microsoft Office: Word, Excel, Access, Power Point

-Web-content Authoring: Adobe Flash, Adobe Dreamweaver, Adobe Photoshop

-Translation Software: SDL Trados, SDL Passolo

-Studio Art: Painting, Drawing, Multi-Media, Photography

-Languages: Japanese (Fluent speaking/reading/writing, 13 years of study), Latin (3 years), Ancient Greek (3 years), Spanish (2 years), French (1 year), Portuguese (1 year), Italian (6 months)

AL AK AZ AR CA CO CT DE FL GA HI ID IL IN IA KS KY LA ME MD MA MI MN MS MO MT NE NV: NH NJ NM NY NC ND OH OK OR PA RI SC SD TN TX UT VT VA WI WY simultaneous interpretation engineering automotive parts manufacture factory manager office