**Hiroki Tanaka**

**Professional Translator and Linguist Specialist**

htanaka018@gmail.com

**Professional Objective**

Experienced and meticulous bilingual translator committed to delivering precise and culturally sensitive translations from English to Japanese. Dedicated to facilitating effective communication between diverse populations, I aim to leverage my linguistic expertise and deep cultural knowledge to help clients achieve their global outreach and engagement goals.

**Professional Work Experience**

. **Freelance Translator**

**Japan Media Arts Festival, Tokyo, Japan**

*January 2012 – May 2015*

* *Translated a wide array of media-related documents, including press releases, film scripts, and promotional materials from English to Japanese, contributing to the festival’s international outreach.*
* *Worked directly with artists and creators to accurately convey their artistic intent and contextual nuances in translations, thereby facilitating clearer international appreciation and critique.*
* *Played a key role in the international liaison team, enhancing communication between non-Japanese speakers and local staff, enabling smoother operations during international events.*

**Senior Translator and Cultural Consultant**

**Brit-Japan Enterprises, London, UK**

*June 2015 – March 2019*

* *Led the translation and localization of marketing materials, presentations, and reports, tailoring content to resonate with Japanese markets while maintaining the brand’s voice and message integrity.*
* *Provided cultural consultation for UK businesses looking to establish a presence in Japan, advising on cultural nuances and communication strategies to avoid cross-cultural misunderstandings.*
* *Developed and conducted language and cultural sensitivity training workshops for UK staff, greatly enhancing collaborative projects between the two regions*.

**Professional Translator**

**Nippon Global Communications, Tokyo, Japan**

*April 2019 – Present*

* *Specialized in translating complex technical documents and business contracts from English to Japanese, ensuring terminological consistency and cultural relevance.*
* *Collaborated closely with a team of translators and subject matter experts to facilitate major business deals, contributing to an increased client satisfaction rate by 30%.*
* *Conducted simultaneous interpretation during international conferences and high-level business meetings, providing seamless communication between English-speaking and Japanese stakeholders.*

**Professional Skills**

**Bilingual Proficiency:** Fluent in both English and Japanese, with native-level proficiency in both languages. Capable of accurately translating complex concepts, idiomatic expressions, and cultural nuances between the two languages.

**Translation Expertise:** Extensive experience translating a wide range of documents, including technical manuals, legal contracts, marketing materials, and creative works. Skilled in maintaining accuracy, tone, and style while ensuring cultural appropriateness in translations.

**Cultural Sensitivity:** Deep understanding of cultural differences and sensitivities between English-speaking and Japanese-speaking audiences. Able to adapt language and communication styles to effectively convey messages across cultures and foster cross-cultural understanding.

**Education**

**Bachelor of Arts in English Literature and Japanese Language**

*Keio University, Tokyo, Japan*

*September 2004- June 2007*

**Master of Arts in Translation Studies**

*University of Bath, Bath, United Kingdom*

*August 2007- July 2009*

**Industries**

**Technology and IT:** Translatingsoftware documentation, user interfaces, and technical manuals for technology companies expanding into Japanese markets.

**Legal:** Providing translation services for legal documents, contracts, patents, and court proceedings for law firms and multinational corporations.

**Medical and Healthcare:** Translating medical reports, research papers, pharmaceutical documents, and patient records for healthcare institutions and pharmaceutical companies.

**Marketing and Advertising:** Translating marketing campaigns, advertising materials, website content, and social media content to effectively reach Japanese-speaking audiences.

**Skills**

* SDL Trados
* Memo Q
* SmartCat
* WordFast