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| #112 3860 Albert Street, Burnaby, B.C V5C2C9604-473-9591kazukosakikawa@hotmail.com |
| Kazuko Sakikawa |
| Objective |
| Freelance English-Japanese Japanese-English Translator, Interpreter【Summary】 Able to translate from English to Japanese, Japanese to EnglishUp to 1800 words a day Expertise in general translation, IT, business, website localization, fashion, marketing, manufacturing, tourism, interview translationOnline from Monday to Friday, 8a.m-6p.m (PDT)【Skills and Communication】Able to use Microsoft Word, Excel, PowerPoint, Outlook, Trados 2015, MemsourceTake full command in English and JapaneseTOEIC 865 (2018/08/20) |
| Professional Experience and Employment History |
| Freelance TranslatorBurnaby, B.C Canada (June 2012 - Present) * Translate from English to Japanese and vice versa
* Email Handling between customers and team in Japan using email management system
* Interpreting English to Japanese and vice versa
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| Warehouse Worker - Nippon ExpressNippon Express, Richmond, B.C (July 2011 - January 2012)* Receive, verify, unpack and sort incoming materials in an organized fashion
* Process and pack incoming customer orders in preparation for shipping
* Maintain accurate inventory records through the use of a warehouse management system
* Safe operation of warehousing equipment in accordance with safety procedures
* Maintain warehouse safety and cleanliness
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| Tutor - Toshin Satellite High SchoolKichijoji City Tokyo (April 2000 - July 2012)* Tutor students in English and Japanese
* Manage students in classroom, exam, student library.
* Write and edit contents of textbooks and make examination in Japanese
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| Education |
| March 2000 | BA in French Literature | Chuo University, Hachioji City |
| Translating and interpreting works▪ Contents of sightseeing magazine in Texas and Florida (2014)▪ Contents of sightseeing magazine in Mexico (2014)▪ Contents of sightseeing magazine in Australia (2014)▪ Internal questionnaire▪ Outdoor culture exhibition report for (2015, 2016, 2017, 2018)▪ Apparel treatment instruction and website translation (2015)▪ eBay and Amazon interpreting▪ Report of natural environment in Shiga (Mie Prefecture)▪ Internal communication and interpreting (2015, 2016, 2017, 2018)▪ Interview translations (2017, 2018) • SAP manual, module translation (2018) • E-leaning textbook for BoConcept (2018, 2019) • Web site localization for SEMrush (2018, 2019) • Web site localization for Globatalent (2019) • Web site localization for Cangoplatform.com (2019) References |
| References are available on request. |