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| #112 3860 Albert Street, Burnaby, B.C V5C2C9  604-473-9591  kazukosakikawa@hotmail.com | | |
| Kazuko Sakikawa | | |
| Objective | | |
| Freelance English-Japanese Japanese-English Translator, Interpreter  【Summary】  Able to translate from English to Japanese, Japanese to English  Up to 1800 words a day  Expertise in general translation, IT, business, website localization, fashion, marketing, manufacturing, tourism, interview translation  Online from Monday to Friday, 8a.m-6p.m (PDT)  【Skills and Communication】  Able to use Microsoft Word, Excel, PowerPoint, Outlook, Trados 2015, Memsource  Take full command in English and Japanese  TOEIC 865 (2018/08/20) | | |
| Professional Experience and Employment History | | |
| Freelance Translator Burnaby, 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 Express Nippon 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 School Kichijoji 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. | | |