**Michael Sullivan**

## Hosei University,Tokyo –Academic Support Officer (Part-time): Apr 2020 – Present

Responsibilities:

* Translation for all university communications and GIS faculty related materials, such as application processes and the faculty handbook.
* Editing of academic papers.
* Guidance to faculty students in the writing of essays.
* General office tasks.

## Ministry of Internal Affairs and Communications, Tokyo –Translator and proofreader (Part-time): Apr 2019 – Present

Responsibilities:

* Check all ministry communications, reports, presentations and other English language materials.
* Where original Japanese source text available, retranslate as necessary.
* Translation of various committee reports.

## Toin Corporation, Tokyo –Translator: Apr 2019 – Present

Responsibilities:

* Translation of primarily marketing materials for different companies from Japanese to English.

## Congres Global Communications Inc., Tokyo –Translator: Nov 2018 – Present

Responsibilities:

* Translation of news articles (approximately 100,000 characters per month) from Japanese to English.
* Translation project for descriptions of technical products (300,000 characters).

## Agora, Tokyo –Translator: Feb 2018 – Present

Responsibilities:

* Translation of various different types of text, such as medical reports, hotel website translation, manuals, and much more.

## Gurunavi, Tokyo – Staff Writer: Sep 2017 – Present

Responsibilities:

* Tokyo based articles writer on articles about Japanese culture, travelling in Japan and Tokyo.
* Translation of tourism-related articles.

## WIP Japan Corporation –Translator: May 2017 – Present

Responsibilities:

* Translation of various different types of text, such as small history books, opera competitions, and evaluation of machine translation output.

## Art Galleries, Shibuya, Nihonbashi, Omotesando and Roppongi Tokyo - Translator: Oct 2013 – Present

Responsibilities:

* Freelance translator for a number of different art galleries based in Tokyo.
* Translator of interviews, artist statements, and press releases, etc., from Japanese into English.

## Shift Magazine, Sapporo Hokkaido - Freelance Writer, proofreader, and translator: Jan 2012 – Present

Responsibilities:

* Writer for several City Guide sections for Madrid, London, Copenhagen and Helsinki. Interviews with artists and coverage of exhibitions. Event information and artist interviews translation from Japanese to English. Proof-reader for Japan based events and places.

## Tokyo Weekender, Japan Today, and BCCJ Acumen - Freelance writer: 2013 – 2015

Responsibilities:

* Interviewer of various people of note, actors, musicians, designers, etc.

## Japanstore.jp Magazine, Tokyo - Freelance Editor, writer and translator: Oct 2013 – June 2015

Responsibilities:

* Editor of online magazine, responsible for all content to be published and interviews with craftspeople in Japan. Translation of interviews from Japanese into English. Marketing activities included working on social media networks in order to reach a wider audience.

## Japan Society Magazine, London - Freelance Writer: Nov 2011 – June 2015

Responsibilities:

* Japan Society Magazine; Wrote reviews of Japanese books, films and events in English to a high standard for publication on the Japan Society website and bimonthly magazine. In addition, I have interviewed musician Taro Hakase and actress Haruka Abe amongst others.

**Awards:**

Japan Foreign Trade Council Essay Competition 2012

* Grand Prize winner "Strategies for a Depopulating Japan" A British Model and a Japanese Legacy’

**Education**

**High Level View:**

**University of Portsmouth:** **2016-2019**

* + MA Translation (Japanese to English)

**The Open University:** **2006 – 2008; 2010 - 2012**

* + Postgraduate Diploma in Humanities (English Literature)
	+ BA Honours degree in Modern Language Studies (English and Spanish)

**The University of Greenwich,****London and Mitthogskolan,Sweden: 2002 – 2004**

* + Certificate of Higher Education (History and Creative Writing)
	+ 1 year Erasmus exchange: European Studies, and Swedish Language and Culture courses

**The King John School and Sixth Form: 1993 – 2000**

* + 3 A levels
	+ 11 GCSE’s

**Detailed View:**

**Japanese Language Proficiency Test (JLPT) 2015**

* + N2

**Birkbeck University of London: 2008 – 2012**

* + Japanese language and culture course

**Intesol International TESOL Training: 2006**

* + Certificate in TESOL and English Grammar; Certificate of Educational Studies

**The University of Leon,****Spain: 2004 – 2006**

Spanish Language and Culture course