**MIKIKO　MATSUMOTO**

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**Tel:** 81-42-362-7833

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**Skype ID**: mikiko378

**Nationality**: Japanese

**Experiences in Translation** (2007- )

* Brochures, booklets, and others for a Japanese art-related activist（2019）

(including photography)

* Translation for the world-wide IT company related to their event（2020）
* Texts for International artists’ exhibit which were held at 2 airports (2019)

(including photography)

* Translations on marketing in general
* Renowned guest speaker’s video message at TICAD
* English version of driving guide on the web (Reviewing)
* Web site for Hong Kong Jockey Club
* English website for a Japanese fitness gym
* Translation on Montessori education
* Translations on IT features
* Teachers’ Manual for activity-focused curriculum, and others

**Job Experience**

**Nissan Motor Co., Ltd. (1982-1987)**

Section of Northern Europe, Europe Division

●Served as the liaison for order and delivery of cars to such countries like Finland, Norway, Denmark and Iceland, and was involved in Marketing in those markets as well.

**American Embassy, Tokyo (1987-2007)**

Cultural Affairs Assistant, Exchange Office, Public Affairs Section

●Responsible for coordinating and implementing various kinds of exchange programs between the U.S. and Japan. These include both government and non-governmental programs, and their targets vary from high school students to government bureaucrats, the U.S. Congressional Delegations and the private sector.

● Interpret and **translate** as work requires

**Education**

Graduated from International Christian University in March, 1982

 (B.A. Intercultural Communications / Speech Communications)

Studied at the University of Minnesota, Minneapolis (July 1980 – June 1981) under the Rotary Club Scholarship

Studied at Horicon High School in Wisconsin as the American Field Service (AFS) student (July 1975-June 1976)

**Date of Birth** March 11, 1958

**Qualifications** TOEFL Score 623

 TOEIC Score 923

 NLP Psychological Counselor

 Interpreter / Guide Examination Grade 2

 STEP Test in Practical English Proficiency Grade 1

 Able to use Word, Excel, etc.

**Language Skills**

 Japanese (native)

 English (fluent)

**Requested rate per word**

12 yen per word (E→J)　（but this depends on how much client is willing to pay)

Can also handle Checker/Reviewer

 (5 yen per word, but also depending upon how much client is willing to pay)

Workable days per week: 6-7 days

Workable hours per day: 6-8 hours

Workable number of words per day: 2000～2500 words (Varies depending upon field)

 As of April 14, 2020