**CURRICULUM VITAE**

**PERSONAL DETAILS**

SUZUKO OKAMOTO-ELLIS

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**T:** 075-1490-8282

**E:** suzukoellis@hotmail.co.jp

**D.O.B:** 21.11.71

**NATIONALITY:** Japanese

**EDUCATION**

**2002-2003:**

GREAT CHAPEL COLLEGE, LONDON: English - Proficiency

**2001-2002:**

LITE, LONDON: English - Advanced

**1995-1997:**

WIMBLEDON SCHOOL OF ENGLISH, LONDON: English

**1990-1994:**

KYOTO WOMEN’S UNIVERSITY, JAPAN: BA hons English

**1984-1990:**

OTANI (JUNIOR/HIGH) SCHOOL: Graduated

**SPECIAL SKILLS**

TOEFL: 56, TOEIC: 820

CAMBRIDGE ASSESSMENT FOUNDATION: B2 FIRST (FCE)

: C1 ADVANCED (CAE)

**SELECTED PROFESSIONAL EXPERIENCE**

**Present:**

English to Japanese translator and contents writer for Japanese website IDEAS FOR GOOD

**2018-2024:**

English to Japanese web news writer and translator for Japanese website KARAPAIA

**2015-2018:**

English to Japanese web news writer and translator for Japanese website TECHINSIGHT

**2012-2015:**

English to Japanese web news writer and translator for Japanese website SPOTLIGHT

Freelance Japanese tutoring

**2006-2013:**

Japanese translation and tutoring, both freelance and for the University of Sheffield

**2005-2006:**

Japanese tutoring for University of Sheffield

**2002-2005:**

Assistant in sales and customer service and auction site article writing for NEWS DIGEST INTERNATIONAL LTD, London

**2001-2002:**

Travel agent, booking hotels, flights and other services for tourists and package holidaymakers for AWL TRAVEL, London

**2000-2001:**

Controller of reservations in the China and Taiwan section for ANA WORLD TOURS CO., LTD. Japan

**1997-2000:**

YUSEN TRAVEL CO., LTD. Japan

Reservations, bookings and Tour Arrangement operative for ANA, JAL and Continental Airlines

**1994-1995:**

Translator, interpreter, announcer, and tour guide for international visitors at the OSAKA AQUARIUM, for the CONGRE Inc., Japan

**REFERENCES**

Name: Masumi Ishikawa

Company/organization: Mincure Co., Ltd.

Address:2-6-18, Nishikawatahoncho, Utsunomiya City, Tochigi, 321-0158

Position: CEO

Relationship to applicant: Employer

Email: karapaiahonyaku@gmail.com

Name:Tanya Wright

Company/organization:

Address: Department of Health and Social Care

Quarry House, Leeds

Position: Deputy HR Director

Relationship to applicant: Student/Client

Email: tanyawright1@hotmail.com