

TAKAHIRO ISHIDA

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WORK EXPERIENCE

2008 - 2018

Yamada Translation Bureau, Inc. (Tokyo)

Medical & Pharmaceutical Translation Department

- Managed translation projects commissioned by pharmaceutical firms and CROs.
- Translated documents provided by physicians and researchers from Japanese to English.
- Took the initiative in boosting business process efficiency.
- Arranged and supported seminars with professional medical writers.
- Outsourced selected jobs to external collaborators.
- Planned and created contents on company website.
- Drew up new employee training materials.

2001 - 2007

Ongaku Shuppansha Co., Ltd. (Tokyo)

Editorial Department

- Edited monthly music magazine.
- Managed external contract writers.
- Compiled information on new releases.
- Wrote reviews on new CDs/DVDs.
- Planned collaboration with domestic and foreign record companies.
- Translated web articles from English to Japanese.
- Corresponded with a US data management company.

EDUCATION

1997 - 2001

Kansai University - Osaka, Japan

B.A. in Sociology

SKILLS

PC Skills: Advanced user of MS Word and Excel

Foreign Languages: English –TOEIC 860 (2008)

QUALIFICATIONS

Japan Translation Federation (JTF) Certified 1st Level Translator (Japanese to English; Medical and Pharmaceutical Sciences)