

EDUCATION

Bachelor of Science – University of Sydney, 2012.

- Major in Psychology, electives in Japanese language and culture.

Masters of Translation and Interpreting Studies – Macquarie University, 2019.

- NAATI Accredited course.

EMPLOYMENT

English language tutor, DMM uKnow – *2018 to present*

- Employed as an English language tutor online. I explain to students online who already have a basic understanding of English how best to express themselves in a natural sounding way.
- This role requires a strong understanding of the cultural and language idiosyncrasies of English in various parts of the world. It also requires advanced written and verbal communication skills.

Associate Translator, Mochiwa Mochiya – *2017 to present*

- I have always had a great interest in linguistics and the idiosyncrasies of verbal communication. A key focus of my masters degree is localisation - not only translating a document into English but making it sound as native and natural as possible. I have extensive experience with online CAT tools (Trados, Memsource).
- Involves working individually and in small groups to complete Japanese-to-English translations with often very tight deadlines.
- Extensive experience as an interpreter at trade shows (travel, food, agriculture, education, etc). This role obviously requires effective communication skills as well as cross-cultural awareness.

Intern - Australian Trade and Investment Commission (Austrade), Australian Embassy, Tokyo

- Providing administrative support with ad-hoc tasks and assisting various team members with their specific area of responsibility. Ranging from helping out with event logistics to greeting delegates visiting from Australia and helping them get settled in Tokyo.
- Acting as interpreter for Australian clients when liaising with Japanese partners. Primary focus was translation and English proofreading of both internal confidential and client-facing documents.

Apple Inc., Sydney and Tokyo – 2011 to present.

- Working in the retail space, interacting with a range of customers and utilising extensive technological knowledge in providing solutions for specific needs. I help create the energy and excitement around Apple products. This role demands that employees stay up to date with the latest products and services and have the ability to provide the best solutions in an ever-changing world. I am very comfortable in this fast paced environment and I consistently meet and exceed sales goals.
- While balancing work in the retail space, I have over 3 years experience in the Preservations and Operations Specialist role. This means I am responsible for assisting managers and corporate visitors with expense claims, scheduling and calendar management, internal event coordination and logistics, stationary and supply procurement, recruitment administration and travel arrangements. The role requires communication with people at all levels within the company. It demands attention to detail as well as flexibility in such a fast-paced environment.
- I lead preparations for product launches and visual merchandising change-outs. Effective communication, attention to detail and priority setting are crucial in this environment.
- Another major responsibility is to liaise with external contractors and partner companies to organise repairs, upgrades and other works within the store and make sure these teams have the resources, guidance and support they need to successfully keep the site running to the Apple standard. I am very comfortable with time management in this role, which involves managing action items and agenda management as well as the ability to work autonomously with minimal supervision.
- A strong interest in and passion for technology and all the efficiency it brings. I have extensive experience with all Apple software, Windows, G Suite and the Microsoft Office Suite as well as many back-of-house systems. I am very comfortable with new technologies and pride myself on my ability to learn on the fly.

LANGUAGE QUALIFICATIONS

Japanese Language Proficiency Test (JLPT)

Levels N3, N2, N1 - Fluency at professional level.

NAATI

Accredited Translator (Japanese > English)

Kanji Kentei (Japanese character fluency test)

Levels 10, 9, 8.