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| I A I N G R A H A M |  | 1306 W Carson St Apt 129, Torrance, CA 90501 Email: iain.graham@qeh.oxon.org | Tel: 1 602 503 2264[www.linkedin.com/in/iainmikhailgraham](http://www.linkedin.com/in/iainmikhailgraham)  |

 **EDUCATION:**

**University of Oxford** – MSc Refugee and Forced Migration Studies, GPA: N/A, 2014

**Waseda University** – BA International Liberal Studies, GPA: 3.87, 2013

**Mountain Ridge High School** – High School Diploma, GPA: 3.92, 2009

 **EXPERIENCE:**

**The CJK Group (Los Angeles, CA, USA), Sept. 2015-May 2016, Aug. 2016-Present**

**Translator / Japanese Document Reviewer**

* Reviewed documents for privilege and relevance using Relativity, Kroll, and Axcelerate
* Participated in quality control of first-level review and privilege logs
* Supervised reviewers, liaised with project manager, fielded questions, and drafted FAQs
* Translated and formatted documents from Japanese to English in context of document review

**Uchino Law Offices (Torrance, CA, USA), June 2016-December 2016**

**Translator**

* Translated legal and business documents from Japanese to English and from English to Japanese
* Formatted translations to reflect sourcedocuments

**TAPFIN (Secaucus, NJ, USA), May-June 2016**

**Japanese Document Reviewer**

* Reviewed documents for privilege and responsiveness using Relativity
* Delivered Japanese language E-Discovery services to clients in discovery phase of U.S. litigation

**ZeroChaos (Torrance, CA, USA), Feb.-June 2016**

**Google Ads Quality Rater (Japanese)**

* Assessed Japanese language Google ads for quality and accuracy
* Considered subtleties of Japanese language and culture when rating ads

**The Law Office of Eric M. Laidlaw (Torrance, CA, USA), Aug.-Dec. 2015**

**Bilingual Legal Assistant (Japanese)**

* Interpreted conversations with clients and translated documents in preparation for litigation
* Assisted with handling of legal documents and other administrative tasks as required

**European Union Institute in Japan at Waseda (Tokyo, Japan), Sept. 2011-Dec. 2012**

**Volunteer**

* Administered symposia on key EU issues in Japan, including abolition of death penalty
* Facilitated communication between organizers and speakers

**Kokugakuin University (Tokyo, Japan), Dec. 2009**

**Translator**

* Translated documents to be presented at academic conferences abroad from Japanese to English

 **SKILLS:** Relativity, Kroll, Axcelerate, STATA, HTML/CSS, RefWorks, Microsoft Office Suite, LinkedIn/Twitter/Facebook

 **LANGUAGES:** Native level in **English** and **Japanese;** intermediate in **French**; training in **Spanish**

 **ACHIEVEMENTS:**

* **High Achiever Award** (Waseda University)
	+ Awarded to top 10 students of cohort at graduation
* **Okuma Memorial Scholarship** (Waseda University)
	+ Most prestigious scholarship offered at Waseda University