

# Kei Imayasu

## Personal Statement

A skilled and intelligent Translator with experience in dealing with marketing materials. Highly alert and thoughtful linguist who always cares who would be the reader.

## Work History

### 10/2014 – present Freelance Translator between English and Japanese

– mainly working with **Global Elite Services PTE Ltd (Singapore), Quizlet Inc. (USA) and AccuEast (UK)**. Also, a qualified translator with **TransPerfect (World-wide)**.

- Translate documents and websites mostly from English to Japanese for marketing purpose.
- Proofread other translators' works in Japanese and make amendments and localise them suitable for Japanese social/legal practices if necessary.
- Liaise with direct managers for making sure the quality of my works.
- Report errors or suggestions for improving the contents of the original documents.
- Responsible for taking up urgent amending and/or rephrasing tasks.
- Also worked with other temporary clients; translated some websites that included contents for the SEO purposes and Terms & Conditions and proofread several educational books.
- Also, translate from Japanese to English when required.
- **CAT Tools:** Basically, I don't use them but when required, I use following tools including their MTPE functions: *SDL Trados Studio 2019* + Under permission for accessing online from my clients; *Wordfast*, *Smartling* and *Lilt*.

### 01/2014 – 09/2014 Digital Outsource Services (South Africa)

#### Onsite Japanese Translator / Japanese Customer Agent

- Translated documents from English to Japanese for marketing / promoting purposes.
- Edited text portions of HTML format for providing translations within the source codes.
- Responsible for maintaining quality assurance on materials published online in Japanese.
- Gone through the company's internal assessment process successfully for joining the Translation Team.
- Took part in Translation Team's discussions and liaised with other translators for improving / informing each other.
- Responsible in liaising with customers in Japanese via online chat, emails and telephone.
- Liaised with other departments for solving various issues for customer satisfaction regarding; payment process, mobile / internet problems and spam email etc.

### 04/2013 – 12/2013

#### Independent Consultant Worker under Contract with the Appen Butler Hill Inc.

- Evaluated online results performed in Japanese according to criteria provided by the client.
- Provided comments in English especially when Japanese language issues were involved.
- Transcribed Japanese audio into written Japanese.

### 11/2009-06/2012 NTT ME Ltd. / KDDI Evolva Ltd (Japan)

#### Temporary Office Administrator

- Responsible for making business liaisons with external companies / individuals via telephone for processing the customers' requests.
- Processed paper-based customer information into the computer.

**11/2006 – 03/2008 Secom Insurance Ltd (Japan)**

**Temporary Office Administrator**

- Responsible in scrutinising and analysing paper documents regarding car insurance payments.
- This opportunity was useful for expanding my legal linguistic knowledge in Japanese.

**04/2005 – 11/2006 Tokyo Waterworks Bureaux (Japan)**

**Temporary Office Administrator**

- Responsible for liaising with customers via telephone for processing their requests in both Japanese and English.
- Processed paper-based customer information into the computer.

**05/2002 – 04/2005 Odds Factory Ltd (Japan)**

**Text processing**

- Responsible for editing text portion of web pages for updating the contents.

**12/1997 – 02/2002 Article writer under contract with Baroque Publishing Ltd**

- Provided original articles in Japanese regarding popular music as a magazine's monthly serial.
- Also provided reviews and short columns when requested.
- Referenced many materials written in English for writing the articles.

**02/1992 – 06/2001:**

During this period, I was mainly active as an amateur musician in Japan. Simultaneously, I also took up various office jobs mostly on data processing and/or telecommunication roles.

**Education**

09/2008 – 07/2009	Yale College, Wrexham (UK) Access to Higher Education Diploma in Humanities
04/2008 – 07/2008	Yale College, Wrexham (UK) ESOL English course, Level one.
04/1987 - 03/1991	Tokyo Keizai University (Japan) Bachelor of Economics
04/1982 – 03/1985	Kurume High School (Japan) Graduation Certification in General course

**Contacts**

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