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| PERSONAL INFORMATION | Chie Inuzuka |
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|  | 3-17 Kichijoji Higashicho Musashinoshi Tokyo 180-0002 |
| 81-90-7271-8399 |
| jp@translation-tokyo.com |
| http://www.proz.com/profile/1721870 |
| Skype chie\_translation |
| Nationality Japanese |

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| JOB APPLIED FOR  POSITION | Translator  Target language: Japanese (mother tongue)  Input languages: English, French  Business/corporate communication and reports, management, Marketing, HR, optics, instrumentation, precision products and engineering,  tourism and accommodation, consumer goods(fashion) |

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| WORK EXPERIENCE |  |
|  | Born and educated in Japan, where I have completed my B. A. degree in foreign language and literature studies. (19c-20c art and critique) After having worked as an English to Japanese (sometimes French material included) checker for institutional investor, a translator of business outlook reports for a branch of global law firm located in Tokyo and translator of contracts and NDAs for a manufacturing company, I have made my career as a marketing and legal translator, a freelancer since 2009 and have taken part in projects from localization to marketing. |

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| 2009 | Translator - bilingual editor (English, Japanese) |
| Baker McKenzie GJBJ Tokyo (law firm) |
| * Translation and editing of Form 10-K |
| Business or sector Law firm |
| 2008-2009 | Translator (English, French, Japanese) |
| Mitsubishi Heavy Industries |
| * Translation and editing of contracts, conference materials and officers biography in English and French |
| Business or sector Manufacturer |
| 2006-2007 | Bilingual Office Clerk(English, Japanese) |
| Nissay Asset Management |
| * Translation and administration of institutional investor funds |
| Business or sector Institutional Investor |

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| EDUCATION AND TRAINING |  |

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| 2006.3 | B. A. UTokyo |  |
| Faculty of Letters, European literature and language studies | |
| * Cambridge ESOL test advanced (Lev 4) | |

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| PERSONAL SKILLS |  |

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| **Mother tongue(s)** | **Japanese** | | | | |
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| Second language(s) | UNDERSTANDING | | SPEAKING | | WRITING |
| Listening | Reading | Spoken interaction | Spoken production |  |
| English(2nd language) | Fluent level | Fluent level | Fluent level | Fluent level | Fluent level |
|  | Cambridge ESOL 4 (Advanced) | | | | |
| French(3rd language) | Intermediate level | Proficient level | Intermediate level | Intermediate level | Proficient level |
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|  | Levels: A1/2: Basic user – B1/2: Independent user - C1/2 Proficient user  Common European Framework of Reference for Languages | | | | |

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| Communication skills | * Good communication skills gained through my experience as translator with daily communication with overseas agencies |

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| Computer skills | Own and Use  Trados 2017 Freelance  Catalyst Lite, Passolo 2011, SDLX 2007, MemoQ 2013, Across   * good command of Microsoft Office™ tools |

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| Projects | **Experience**  **Legal**  **Terms of use / Purchase Contract and disclosure documents for real estate / terms of purchase (French to Japanese) / compliance document (Dover, Valeo) / Litigation (Volkswagen-Suzuki) / license, insurance, collaborative research & development and trademark agreement (Amazon) / form 10-K (Annual securities & financial report, business outlook, board members biography)**  **Corporate Communication**  United Nations(UNDRR GAR15, UNAIDS brochure), EU Institute of Florence, British Embassy,  Japan Government (METI), Hong Kong tourism board, Air France, Airbus  **Marketing**  Sport gear custom description / Website for Qiriness and P&G / jewellery and watch manufacturers / fashion brand press release for Matthew Williamson / officers bio / custom description / university MBA course website for international student recruiting / Charity project for Disney and Lucas Film (Star Wars shooting backstage invitation project) / spirits and wine (French-Japanese, English-Japanese) / Organic cosmetics (French-Japanese, English-Japanese) / company board member biography / aviation security and asset assessment promotion / newsletter / educational application UI and marketing material / instrumentation and engineering service website / optical device and precision product website(English-Japanese)  **Tourism** Museum History in France (French-Japanese) / Museum audio guide for Wien Haus Der Musik (English-Japanese) / Castle accommodation and wedding space (French-Japanese) / Spa resort introduction website (French-Japanese) / Visitors guide to hotel’s history (English-Japanese) / Luxury resort and restaurant welcome document (English-Japanese) / Travel map application help English-Japanese) / Accommodation and town history and culture (English-Japanese) / Hotel website (introduction, prices, facilities, access, town guide, visitor guidance within hotel, rooms prices, restaurants and catering, seminar organization and reservation) (English-Japanese) including InterContinental group  **IT, Ecommerce**  **Compatibility tool for office 360 for Mac / E-learning documentation for employee training / business partner portal / accounting platform UI and help / security subject e-learning help / telecommunication and broadcaster specification / university syllabus for information science courses /**  Technical documents and websites  Optics Products, Instrumentation, Precision Products, Ultrasonic Products, Welding and Mechanical Engineering |

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| ADDITIONAL INFORMATION |  |

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| ANNEXES |  |  |

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| Reference | Ms.Chie Inuzuka was delivered as a finance technical editor to one of our clients. (Famous law-firm with offices in Tokyo and Chicago). In that position, Our client reported to me that she learned new technologies promptly and applied them in her daily work.  Ms.Inuzuka is a bright and personable individual. She is highly self-motivated and well capable of achieving any goal she sets her mind to.  She is an asset to any company that hires her.  Sincerely  Rie Ishige  Leader  Staffing & Placement Services Division Pasona Language Inc. |