

Mary Murata

Japanese > English Freelance Translation and Proofreading – CV

- Associate Member of the Institute of Translation and Interpreting
- Native language – English: qualifications in Japanese Language, English Language and Translation
- Hold professional indemnity insurance
- Expert in use of CAT tools, TRADOS 6.5 installed
- 14 years residency in Japan (10 years of which were in business), now based in UK
- Full-time freelance translator since 2004

Education and Qualifications

Qualifications:

- 2004: MA. Applied Translation Studies (Grade; merit), Leeds University, Centre for Translation Studies.
- 2003: BA. (Hons) English Language and Linguistics, University of York. (Grade; first)
- 1995: Japanese Language Proficiency Certificate; Level 1.
- 1994: Diploma in teaching English as a foreign language, English Language Centre, London.
- 1992: Certificate of teaching English as a foreign language, RSA Cambridge.
- 1990: Word Processing Stage 1, RSA.

Work Experience

- 2000-present: **Freelance Translation and Proof-reading.** Since returning from Japan I have been working part-time as a freelance proof reader and translator. I started to work as a full-time translator from June 2004. I specialise in business materials such as employee regulations, company guidelines, payslips, letters, emails, contracts and other general legal documents etc., as well as marketing materials such as press releases, market research survey questions and results, market research interview transcripts etc. In addition I translate magazine and newspaper articles for publication and informational purposes; advertising materials such as copy for catalogues and captions for calendars. I also work with artists and galleries, translating materials

relating to art, art history and culture (tea ceremony, kimono, Japanese textiles, etc), most recently I was involved with the Cultex project, www.cultex.org.

I am fully trained in the use of CAT software and have Trados6.5 installed on my personal computer. I also work with MS Office (Word, Excel etc).

- 2006- present Visiting Lecturer (Japanese language) – St John's University College, York.
- 2004- 6 CAT tools demonstrator (part time), Leeds University.
- 2000 Translator and overseas student liaison (part time). Kanoya National University of Physical Education, Kanoya, Japan.
- 1992-2000: Owner/Manager and Head Teacher. Kingfisher English School, Kagoshima, Japan.

Professional development: As a member of the ITI, the Yorkshire Translators and Interpreters group and J-Net (the Japanese Network) I regularly attend professional development courses. I intend to apply for full membership of the ITI in the near future.

Personal interests: I am the organiser of the York Japan Society, arranging social events, language exchange partnerships and school visits.

Personal Details

Nationality: British, native language English

Address: 13, The Vale,
Skelton,
York.
YO30 1YH.

Tel/Fax no; +44-1904 470507
Mobile; +44-7979-813804
E-mail; info@mhm-translation.co.uk
Website; www.mhm-translation.co.uk

References:

Available on request