

Curriculum Vitae

Full Name : Janelle Marie Bowditch

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Educational Background

| Year | Institution | Qualification |
|----------------------------|--------------------------------------------|-----------------------------------------------------|
| Feb 1996 - Nov 1997 | Gympie State High School | High School Certificate |
| April 1998 - Dec 1998 | International Pacific College Australia | Advanced Diploma of Business |
| March 1999 - Feb 2001 | Ehime Women's College, Japan | Exchange Student |
| July 2003 - Nov 2003 | RMIT University | Diploma of Interpreting |
| Feb 2004 - Nov 2004 | RMIT University | Advanced Diploma of Interpreting and Translating |
| March 2003 - March 2006 | RMIT University | Bachelor of Arts Degree (International Studies) |
| Dec 2010 - Oct 2011 | Japan Visualmedia Translation Academy | Basic/Advanced Course |

Occupational History

| Year | Employer/Position | Duties performed |
|---------------------|---------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Mar 2012 – Mar 2013 | Global Brain Corporation | Interpreting and translating duties related to the venture capital industry, predominantly IT, smartphone-related |
| Apr 2009 - CURRENT | Freelance Translator/interpreter | Interpreting for industrial trade fairs, business meetings/functions, operations & maintenance training, etc |
| Dec 2010 – Sep 2011 | DeNA – In-house Translator | Interpreting for product planning department, information-sharing sessions between overseas game production companies and Japanese game designers. Translation of social games for smartphones, programming procedures, marketing material, game design analysis, etc. |
| Oct 2010 – Jan 2011 | Platinum - Translator | Translation of newspaper articles for CNN/Time Warner, press releases for General Motors, PR material for other companies such as Hilton, Allison Transmissions, monthly reports for CNN, CMC Markets and so on. |
| Jan 2010 – Jul 2010 | Nintendo of Europe – Translator | Interpreting at video/phone conferences on updates to online manual guidelines, etc. Translation of email communication between Japan headquarters and European localization team. |
| Oct 2006 - | Interpreter/Translator Yutaka High Tech | On-site interpreting and translating for numerous overseas and Japanese clients |

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|------------------------|-----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | including Exxon Mobil, Toyota, Chrysler, GM Holden etc. Translation of engineering meeting minutes, specifications, quotations, internal emails, daily reports, training manuals, electrical/mechanical drawings, etc. |
| Dec 2004 Sep 2006 | Interpreter/Translator Chris Poole Translation | On-site interpreting and written translation for industries including manufacturing, pharmaceutical, medical, film & television. |
| March 2001 May 2002 | Japanese Speaking Guide AAT Kings Tours | Conducting Japanese language coach tours. Assisting Japanese guests with hotel check-in's, meal & optional tour bookings, airport meet & greets. Administrative duties |
| April 2001 Sep 2001 | Japanese language instructor Centralian College | Structuring lessons for, and teaching, hospitality Japanese to Ayers Rock Resort staff members. |
| Dec 2001 March 2002 | Japanese Star Viewing Host Uluru Express | Interpreting for Australian astronomer |

Volunteer Work Experience

Nov 2004 - Dec 2004 **Japanese Chamber of Commerce, Melbourne**

Duties: Event management – organising flights, venues, advertising etc, translation, writing newsletter articles, constructing business letters in Japanese, etc.

Jan 2005 - Oct 2005 **US Commercial Service, Melbourne**

Duties: Conducting tailored research into import regulations, competitor presence, and sales statistics. Writing reports to summarise opportunities for US company products on Australian domestic market. Assisting in preparations for trade fairs and visits by US company representatives to Australia, etc

Oct 2010 **Yamagata International Film Festival**

Language volunteer. Interpreting for directors/audience Q&A sessions.

Nov 2010 **Tokyo Filmex**

Language volunteer. Interpreting for directors/audience Q&A sessions.

Licences • Qualifications

Japanese Proficiency Exam – Level 1

NAATI (National Accreditation Authority for Translators and Interpreters) Level Three -Professional Translator

NAATI Level Three - Professional Interpreter

JETRO Business Japanese Proficiency Test – J2 Level

Software Proficiency

Microsoft Word, Microsoft Excel, PowerPoint,

Professional Goal

To combine the linguistic skills I have acquired with my knowledge of international business practices and cultural differences to facilitate understanding between people of different language groups.

Referees

Chris Poole

Chris Poole Translation

www.chrispooletranslation.com.au

+61 3 9391 0899

Melbourne, Australia

Norihiro Matsuzoe

Sales Automotive Customer

TOYODA MITSUI EUROPE GMBH

+49 2151 5188-424

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Kei Otagaki

Smartphone Social Game Division

DENA Corporation

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