**Curriculum Vitae**

**Charlotte Warren**

**Translator (Japanese > English)**

**Transcriptionist and summary creator (English > English and Japanese > English) Copywriter (English)**

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Date of birth: 3 May 1978

Place of birth: United Kingdom

Status of residence in Japan: Permanent Residence

English proficiency level: Native

Japanese proficiency level: Advanced

**Academic record**

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| April 2021-March 2022 | Studied under the Japanese-to-English Visualmedia Translation Course (Basic and Professional) with Japan Visualmedia Translation Academy (JVTA), receiving excellent evaluations throughout |
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| December 2003 | Japanese Language Proficiency Test Level 1 |
| December 2002 | Japanese Language Proficiency Test Level 3 |
| December 2000 | Japanese Language Proficiency Test Level 4 |
| October 2002-July 2003 | Studied the Intensive Japanese Language Program at Waseda University. Average grade: A |
| 1996-1999 | St Catharine’s College, University of Cambridge, studying English Literature TriposTripos Part I: Classification 2:1Tripos Part II: Classification 2:1Graduated with BA (Hons) June 1999 |
| Summer 1999 | Bell Language School, CambridgeRSA/CELTA certificate in Teaching English to Adults |

**Work experience**

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| July 2009-present | **Translator (freelance)** |
|  | Japanese > English translation, editing, transcription, summary creation and copywriting for a variety of demanding, high-profile clients (see “Track record and areas of experience” for details). |
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| July 2005-June 2009 | **Translator (in-house) at Urban Connections Co., Ltd.** |
|  | Japanese > English translation, editing, transcription, summary creation and copywriting for a variety of demanding, high-profile clients including Nissan, the Japanese Imperial Household, the Ministry of Foreign Affairs (MOFA), the Ministry of Defense (MOD) and others (see “Track record and areas of experience” for details); project coordination work. |
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| January 2005-July 2005 | **Content manager, *Tokyo Weekender* (Caroline Pover Inc.)** |
|  | Creating Japanese and English content for the *Tokyo Weekender* magazine; translating English advertorials and promotional articles into Japanese; creating original content in Japanese and English (educational materials for Japanese people studying English); working with designers, rewriters and advertisers; checking and proofreading content, making changes and corrections. |
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| June 2004-December 2004 | **General assistant to the CEO (Caroline Pover Inc.)** |
|  | General assistant to the CEO of Caroline Pover Inc., with responsibilities in publishing, website management, writing and assisting the CEO through bilingual office work (translating documents, assisting with clients, handling Japanese callers on the telephone etc.). |
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| January 2004-June 2004 | **Tutor manager for Go Girls (Caroline Pover Inc.)** |
|  | Managing the tutor registration system; communicating with tutors via email, overseeing registration and dealing with difficulties; updating and writing articles for the website (English and Japanese); creating and designing promotional materials in English and Japanese. |

**My working style**

I have lived in Japan around 20 years, and have spent most of that time working and studying in business environments, using Japanese constantly.

I am accustomed to working under high pressure and to tight deadlines, with the customer’s needs and preferences taking priority, and to producing “client-ready” documents (thoroughly researched, checked, edited and proofread). Due to ample experience as an in-house translator, a role which frequently involved my being responsible for coordinating large-scale projects and working with freelance translators, editors, transcriptionists and summarizers, I am acutely aware of what makes a freelancer easy or difficult to work with and take care to work in a manner which minimizes work for project coordinators.

My track record includes a wealth of experience in transcription and summary creation (including Japanese > English transcription and summaries of Japanese audio); I take huge pride in producing accurate documents and succinct, easy-to-read summaries. I am a very experienced user of Wordfast as well as a competent user of Memsource, and possess advanced Excel, Word and PowerPoint skills; I primarily use Express Scribe Pro in my transcription and summary work.

My rates and working hours/ days are always negotiable; to date, my rates have averaged around 16 yen/English word for translation with a turnaround rate of approximately 12-15 pages/day (4,800-6,000 Japanese characters/day). Rates for transcription and summary work vary depending on genre.

**Track record and areas of experience**

My areas of expertise, plus specific examples of projects on which I have worked, are as follows. The companies, agencies, organization and journals cited here represent only a sample of my experience and by no means constitute an exhaustive list.

* Media/visual translation and subtitling: I spent one year studying media/visual translation with Japan Visualmedia Translation Academy (JVTA), ending the course with an excellent evaluation. Training included the use of subtitling software, spotting, subtitle formatting, editorial guidelines, business-related visual media and all other aspects of media/visual translation and subtitling.
* General business: Corporate social responsibility (CSR) and investor relations (IR) reports, market reports, financial reports, press releases, presentations, event documentation, video narration, subtitling, company brochures, email correspondence, newsletters etc. for a wide variety of major companies including Mitsubishi Electric, NEC, Fujitsu, Sumitomo Electric, NTT Docomo, Sony, Sompo Japan, Zurich Financial Services, Nintendo, Shiseido, Panasonic, Hokkaido Electric Power Company and others (2005-2021).
* Market research: Market research-related translation for a variety of organizations, with a particular emphasis on pharmaceutical and cosmeceutical products (Pfizer, GSK and Shiseido) and on automobiles (especially Peugeot Citroen Japon, Volvo and Volkswagen) (2009-2018).
* Marketing and PR: Consumer product descriptions, brochures, email correspondence, PR training-related work, communications/feedback with PR customers.
* Medical/pharmaceutical: Extensive experience of translation for major pharmaceutical companies including Pfizer, GlaxoSmithKline (GSK), Abbot, AstraZeneca, Hospira, Merck etc., including work relating to clinical trial protocols, adverse incident reporting and quality assurance policies/procedures for medical devices and pharmaceutical products (2005-2019); extensive medical transcription experience (2005-2021); extensive experience in the translation of medical papers and articles, particularly in the fields of oncology and anesthesiology, from established Japanese journals such as the Japanese Journal of Cancer and Chemotherapy (2011-2019); extensive translation and transcription experience relating to medical interviews and medical conferences, especially those relating to oncology, urology and gerontology (dementia etc.); some experience in translation relating to genetically modified organisms (GMOs) and biotechnology, including translation for the Ministry of Agriculture, Forestry and Fisheries of Japan (MAFF) and the Council for Biotechnology Information (CBI) Japan (2008-2012); some experience in the field of animal experiments (2008-2012); medical subtitling.
* Travel industry: Translation, editing and copywriting/creation of original content for numerous companies operating in the tourism industry, including Asuka Cruise, TripAdvisor, Okura Hotels, the Peninsular Tokyo Hotel and CNEXT Partners (Auditrip) (2006-2021).
* Ministries and government agencies: Press releases and press conferences for the Japanese Imperial Household (2008-2013); extensive experience in the translation of press conferences, public statements and related documents for MOD, MOFA etc. (2006-2021); translation of the public blogs of various prime ministers of Japan (2006-2019), from “What’s up around the Prime Minister” for Prime Minister Koizumi to “The Prime Minister in Action” for Prime Minister Abe; extensive work for the Ministry of Economy, Trade and Industry (METI), particularly in the field of energy policy; extensive translation for the wards and cities of Tokyo including Shinagawa City, Setagaya City and Minato City (2006-2021).
* Cosmetics: Press releases, product information, subtitling and general copywriting for several major Japanese cosmetics manufacturers including Shiseido, Kanebo, CANMAKE and Meishoku (2007-2021).
* Academic theses: Translation of academic theses on numerous highly technical and challenging topics, ranging from archaeological sites and Northeast Asian history to climate change and energy politics (2005-2019).
* Development and the environment: Technical cooperation/grant aid project evaluations (2005-2015), including extensive economic, financial and environmental analysis, for the Japan Bank for International Cooperation (JBIC) and the Japan International Cooperation Agency (JICA); Official Development Assistance (ODA)-related documents (2006-2015), including extensive economic, financial and environmental analysis; the White Paper on ODA (2006-2013).
* Automakers: Sales manuals, presentations, event documentation, briefings, press releases, news coverage, internal memos, email correspondence, newsletters, questionnaires, surveys etc. for Nissan, Volkswagen Japan, Suzuki, Toyota and UD Trucks as well as automaker affiliates and organizations such as Japanese Automatic Transmission Company (JATCO) and the Japan Automobile Manufacturers Association (JAMA) (2005-2021); market research-related translation for Peugeot Citroen Japon, Volvo and Volkswagen (2010-2015).
* Legal writing: Contracts, preliminary contracts, memoranda of understanding, buy-sell agreements, lease agreements and copyright protection/digital rights management (DRM)-related translation for companies such as Japan Airlines (JAL), Marui and Mitsubishi Electric, Sony and Panasonic; extensive experience in the transcription and editing of arbitration transcripts from the Japan Commercial Arbitration Association (JCAA) (2005-2012).
* Engineering and mathematics: Translation involving the use of engineering concepts, mathematical formulae etc., including translation for the automaker industry (Nissan, JATCO etc., 2005-2018); extensive translation for the Institute for Traffic Accident Research and Data Analysis (ITARDA) (2005-2019).