William Slifko

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Chiba-ken 275-0021

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| CAREER TARGET |

# English Instruction/Translation/Interpretation/Proofreading

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| CAREER & MANAGEMENT HIGHLIGHTS |

Freelance Translator Tokyo Metropolitan Area

April 2013 to present.

Provide translation of Japanese to English in the pharmaceutical, cosmetics, skin care, and food testing. Other translation specialties include scientific research, alternative energy, automotive industry, telecommunications and IT, Patent and Trademark, general government, and general business documents. I also provide proofreading services of documents translated from Japanese to English.

Kanda Gaigo Community College Tokyo, Japan

April 2015 – present

Teaching business English classes at company offices, conversational English class at cultural centers (part-time).

Interac Co., Ltd. Kanagawa, Japan

September 2013 – March 2015.

Provide English language instruction at junior high schools, high schools, and business level at corporate client offices.

DRC Co., Ltd. Osaka, Japan

Business Development, Translation, Interpretation and Business English Instruction – June 2009 – April 2013 (full-time as of December 2010)

Independent Tokyo, Japan

Project Management & Business Consultant – May 2008 – October 2010

Writer/Narrator – June 2006 – October 2010

Authored material focusing on natural subjects in Japan for publishing at science conferences in Europe.

English Instructor – May 2008 – October 2010 (part-time)

Provided business English level instructor as a private instructor for 20 to 30 students and as a part-time instructor with Phoenix Associates where I have held company classes with an average range of 5 students per class.

SAIC Nagoya, Japan

Project Manager – September 2007 – April 2008

systemsGo Corporation Tokyo, Japan

SERVICE DELIVERY MANAGER, USER SUPPORT SERVICES – April 2007 – August 2007

PTS CONSULTING GROUP Tokyo, Japan

SENIOR PROJECT MANAGER, MANAGED SERVICES – January 2006 – March 2007

U.S. POSTAL SERVICE Phoenix, Arizona

INDEPENDENT PROJECT MANAGEMENT CONTRACTOR – May 2005 – September 2005

MEDAIRE, INC. Phoenix, Arizona

MANAGER, GLOBAL RESPONSE CENTER – September 2004 to March 2005

MCI / WORLDCOM Japan

TOKYO OPERATIONS MANAGER – 1999 to 2003

UNITED STATES NAVY Global Assignments

INFORMATION SYSTEMS SECURITY OFFICER / CHIEF PETTY OFFICER – Japan – 1996 to 1999

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| EDUCATION |

Bachelor of Science, Business Administration

Bachelor of Science, Communications