

CV

James Reginald Sweeting

Date of Birth: 26/02/1989

Nationality: British

Mother Tongue: English

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PERSONAL STATEMENT

A motivated and responsible MA graduate seeking employment in an international, multilingual setting. 5 years of Japanese language study at university level and freelance translation experience working remotely, has lent itself to my ability to work both independently or as part of a team. During my BA and MA degrees, I successfully combined my studies with work and other commitments showing myself to be self-motivated and organised. My time as a project manager has given me the opportunity to develop customer service skills in a high pressure, time sensitive environment. I have the ability to use materials and software with technical competence, imagination and awareness of how they meet translation requirements. I have a genuine interest in using my language ability and am eager to develop a successful career in translation.

RELEVANT EDUCATIONAL HISTORY

2017 – Sep 2018 **Portsmouth University, UK**

MA in Translation Studies (Japanese)

A 1 year course which has given me a thorough understanding of:

- Contemporary translation methodologies
- Practical translation in a range of genres (user manuals, financial etc.)
- CAT Tools, glossaries, subtitling etc.
- Translation project management internship

2010 – Jul 2014 **University of Central Lancashire, UK**

BA Hons in Japanese and Teaching English to Speakers of Other Languages (TESOL).

A 4 year course (including a 1 year study abroad in Japan) which has given me the opportunity to learn:

- Written and spoken Japanese, supplemented with cultural classes.
- Recipient of the JASSO Scholarship.
- An introduction to translation.
- Academic and communicative skills.
- Winner of the school award for best dissertation for "Translation Norms and Approaching Cultural Differences. A Study of the Target Language Limitations in the Japanese Translation of the Novel 'The Hobbit'".

RELEVANT WORK EXPERIENCE

- 2019 – Present **Freelance Translator**
A remote position translating Japanese to English text in fields such as video games (iOS), manga, market research / marketing, IT and general business (e.g. meeting minutes). Agencies of which work is frequently received from include PTW (Pole To Win), Intonation City Legal Ltd., Travod International and M-Arc Translations.
- 2018 – Aug 2019 **Intonation / City legal Ltd, UK**
Translation Project Manager
A position which entails working full time in-house at a translation agency. Responsibilities include issuing quotes to clients, contacting and placing assignments with translators, sending purchase orders, proofreading and translation of JP-EN projects. This role has allowed me to strongly develop my teamwork / communication skills and build on my ability to meet deadlines.
- 2014 – Aug 2017 **Rosetta Stone Learning Centre, Japan**
Curriculum Developer and English teacher
This position requires creating and writing content for English textbook used by learners. English tuition adapted for student's aims as well as type of English (Conversation or business English. Classes are one to one. Skills taught include reading, writing, listening, speaking (pronunciation) and exam strategy.

OTHER COMPETENCES AND WORK EXPERIENCE

- Technical Microsoft PowerPoint, Word, Excel, MemoQ, SDL Trados, Memsource (CAT tools), XTRF Translation Project Management Software, ABBYY finereader.
- Volunteer **Souunkyo Youth Hostel, Hokkaido, Japan**
Kitchen Staff / Chef
Responsibilities included preparing and cooking breakfast, lunch and dinner for customers, washing dishes, serving food and maintaining kitchen area.
- Kadena Air Base, Okinawa, Japan**
Interpreter
This role included interpreting between Okinawan families and American troops taking part in a Special Olympics event held on the base.