

Maurice Skinner

I hope to land positions as a freelance translator for translation companies and agencies. I have more than five years of experience translating from Japanese to English and am currently studying and working in various fields that include legal, tourism, general, machinery, business, software, and IT. Moreover, I have also completed work related to social and environmental issues. I graduated with a degree in Japanese studies and am likewise proficient in computer-assisted translation software, primarily Memsources.

EMPLOYMENT

2019 – present

KIKKO TRANSLATIONS CO., LTD. -Freelance Translator/Post Editor

- + Responsible for translating content from Japanese to English upon request from the company. This content primarily includes business and pharmaceutical-related reports and emails. Other types of translation include non-disclosure agreements and other areas in the legal field.
- + Provide linguistic support to project managers and translation coordinators.
- + Meet objectives set by the project manager.

2019 – present

K-SQUARE -Freelance Translator/Native Checker

- + Translating documents of a technical nature. Many of the documents translated thus far are in the fields of software, IT, and legal. Documents include contracts and agreements, software manuals, and manuals for electronic devices.

2018 - Present

HARCH INC. - Freelance Translator/Writer

- + Translation of various articles in relation to SDGs (sustainable development goals) throughout Japan. Past topics for these articles include but are not limited to sustainable farming, zero-waste fashion, and zero food loss
- + Writing articles and opinion pieces in relation to Japan regarding recycling, zero carbon ventures, volunteer endeavors, and business related SDGs.

2018- Present

CASTER BIZ CO., LTD. - Freelance Translator/Native Checker

- + Responsible for translating and native checking documents, blogs, and websites in various different fields that include but are not limited to;

Leipzig, Germany | (49) 15738870731 | mevansskinner@gmail.com
general, business letters, tourism, legal (agreements and contracts),
emails, and company profiles.

2017 – 2019

B-CAUSE CO., LTD - Freelance Translator/Native Checker

- + Translated a vast array of documents in several different fields. Documents such as company profiles, machinery, risk management-related material, subtitles, tourism guide books, food menus, and legal-related documents.
- + During my time as a freelancer for B-cause, I was also responsible for native checking and proofreading documents such as agreements, blogs, and website company profiles.

2017 – 2018

INTERNATIONAL STUDIES ABROAD - Student Services Coordinator

- + Accompanied students who were studying in Tokyo to the hospital in order to interpret between Japanese and English between the doctor and student.
- + Translated various documents in relation to student and dormitory policy from Japanese to English.
- + Spearheaded media for the International Studies Abroad office in Tokyo. This included drawing up a monthly newsletter that contained content regarding the Japanese language, events in and around Tokyo.
- + Used my Japanese skills in order to make phone calls and write emails.

2013 – 2016

JET PROGRAM – Language Assistant/Translator

- + Translated small documents and letters for the local municipality office and the board of education from Japanese to English.
- + Interpreted between Japanese and English for non-Japanese natives and assisted in government related activities where my English and Japanese language skills were a necessity.

EDUCATION

2008 – 2013

BACHELOR OF JAPANESE STUDIES – University of Alaska-Fairbanks

2010-2011

MINOR IN FRENCH – University of Jean Monnet at Saint-Etienne, France

2011-2012

STUDY ABROAD JAPANESE INTENSIVE COURSES – Nagoya Private University at Nagoya, Japan

2019

LEGAL TRANSLATION – Babel University Professional School of Translation

- + Translating Contracts I (J-E) 日英契約書翻訳講座 レバブル I
- + Grade: A- (High Marks)

2019

FUNDAMENTALS OF JAPANESE TO ENGLISH TRANSLATION – Simul Academy

- + Japanese to English Basic Translation Course 日英翻訳基礎講座
- + Grade: A- (High Marks)

SKILLS

- Proficient in Word, Excel, PowerPoint, Memsorce, Adobe Photoshop, Adobe Acrobat
- Translation of various documents from Japanese to English
- Good Command of the Japanese Language; written and oral
- Min. 5 years of experience
- Detail oriented and be able to perform under time pressure
- Strong self-motivation and teamwork spirit

RECENT PROJECTS

Oct. 2019 – Feb. 2020

REGULATION AND GUIDELINE TRANSLATIONS FOR FACTORY/MACHINERY/SUPPLIERS/CLIENTS

- + Japanese Character Count: 275,000 characters
- + Translation Fields: Machinery, Legal, General
- + Content: Translation of guidelines and regulations dealing with the purchasing, quality, and handling of machinery, measuring equipment, molds and other equipment used in and around the company's factory. Furthermore, this project also included the translation of agreements with suppliers, answering customer complaints, regulation and procedure for equipment and item processing in manufacturing facilities, and product and equipment inspections. Moreover, the translation content described worker skills, qualifications, as well as education and training for various certifications.

ACHIEVEMENTS

2014

JAPANESE LANGUAGE PROFICIENCY TEST LEVEL 2(日本語能力試験の2級)

2013

KANJI APLITUDE TEST LEVEL 5 (漢字検定試験の5級)

Leipzig, Germany | (49) 15738870731 | mevansskinner@gmail.com