

## TOMOYUKI IMAFU (Mr.)

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### Language Pair

English – Japanese(native)

### TYPES OF TRANSLATION

- \* Patents / Intellectual Property translation
- \* Translation related to IT development as well as IT service / operation

### PROFESSIONAL QUALITIES / INDUSTRIES

- \* Patents related to Interface Chemistry / Science including membrane, adhesive, and surfactant
- \* Patents related to software / algorithm, network/storage devices, and security
- \* Documents for IT systems & services in insurance, banking, supply chain, telecommunication

### PROFILE

- \* Native speaker of Japanese, B.S. in Computer Science; 5 years of residency in the U.S.A.
- \* Full-time translator after 17 years of successful employment in the IT industry.
- \* Large collection of specialized bilingual dictionaries. Accustomed to meeting deadlines all the time.

### METHOD for QUALITY ASSURANCE

- \* Check on given style guide, specified terminology, missed words, grammar both manually and systematically (using software / script)
- \* Final check by reading aloud after printing

### WORK ENVIRONMENT

- \* **memoQ** translator pro 8.6
- \* **SDL Trados Studio** 2017 (Freelance Plus)
- \* Microsoft Office 365 Solo (the latest version) Word, Excel, PowerPoint, Project, OneNote etc.
- \* Two computers (Windows 10 64bit), two external HDDs specifically used for data backup

### LANGUAGE & QUALIFICATIONS

- \* English (Highly Proficient, TOEFL 607, TOEIC 945)
- \* Certified ScrumMaster (SCM) – June 2017
- \* 1st grade Certified Skilled Worker of Financial Planning – November 2010
- \* Certified Financial Planner (CFP) – July 2010
- \* The Official Business Skill Test in Bookkeeping 3rd Grade, – December 2008
- \* ITIL Foundation Certificate in IT Service Management – December 2013
- \* Oracle 9i Database Silver – February 2004
- \* CCNA – June 2002

## EXPERIENCE

### Morningside Translations

November 2018 – present

Freelance Translator

- \* Work on translation of patents from English to Japanese.
- \* Work on bilingual revision of patents translation from English to Japanese.

### Asurion Japan K.K. & Asurion Japan Holdings G.K., Tokyo

June 2010 – January 2019

Problem Manager, IT Dept

May 2014 – January 2019

- \* Manage both software and infrastructure teams to perform root cause analysis of system incidents to find out the real problem that can result in another similar incident in the future. Gather the managers responsible for the problem and hold postmortem meeting to come up with preventive action items and then decide priority of each preventive action item. Manage each responsible team to make sure those action items are performed on schedule and within the budget. Document official incident reports with root cause and preventive actions toward business teams as well as clients. Conduct training sessions of human error handling for engineers.

Field Application Support Engineer, IT Dept

June 2010 – May 2014

- \* Onsite bilingual application support coordination between engineers in India and Philippines, and Japanese end users in call center and supply chain logistic center. The coordination included change/release management, quality assurance testing, leading root cause analysis of incidents, and consulting services for system customization.

### Infosys Technologies LTD., Tokyo

June 2006 – June 2010

Client Service Executive, Banking Business Unit

- \* Maintenance and upgrading management support including consulting services front, middle and back office treasury solution, for inter-bank dealers at a mega bank.

### Tata Consultancy Services Japan, Yokohama

February 2005 – June 2006

Bilingual Onsite Coordinator, Banking Financial Services and Insurance Dept

- \* Supervising and participating in the database and applications migration project at insurers.

### Nissho Electronics CO., LTD., Tokyo

April 2002 – January 2005

System Engineer, Software Engineering Dept.

- \* Development of credit obligation system for banks and credit card companies.

## EDUCATION

### New Jersey Institute of Technology

Newark, New Jersey 07103

Bachelor of Science

**GPA:** 3.88 / 4 (at graduation)*Computer Science*

September 1999 – December 2001

**Honors:** Dean's List (Fall 1999, Spring/Summer/Fall 2000, Spring/Summer/Fall 2001)

**Southern Illinois University at Carbondale**

Carbondale, Illinois 62901

*Computer Science*

August 1996 – December 1998

***Honors:* Dean's List** (Spring 1997, Fall 1997, Spring 1998)

## **REFERENCES**

Available upon request