



Owen Davies

Resume

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Work Experience

I am currently working as a freelance translator and project manager for a number of direct clients and agencies.

July 18th 2008 – February 2nd 2009

Elanex Japan; Freelance Project Manager/Translator

Project Manager

As a Project Manager for Elanex Japan, my responsibilities included budgeting, scheduling, recruiting translators, ensuring strict quality standards were met, and using the Elanex software to manage translation memories.

In January 2009 I worked in-house for Deutsche Bank Tokyo to setup an outsourcing translation process for 90 minute turnaround times and overnight delivery of their equity research reports.

I also continue to work as a freelance translator for Epson and various other companies such as Sanyo and Panasonic.

April 2004 – July 18th 2008

Crestec Ltd.- Worldwide Document Engineering; Matsumoto-shi

Localization:

I was a project manager for manual localization projects. This work involved organizing translators and proofreaders to localize the manuals into 40 languages, ensuring that strict quality controls were met, engineering the localized files, and delivering the finished article to the client within the deadline. The work was CAT intensive (Trados, Passolo, and Catalyst), and included creating Context TMs



from previous jobs, aligning jobs, using QA and HTML checkers, and maintaining TMs for future use.

Technical Writing/Translating:

I was the principal Japanese to English translator for our branch office as well as a technical writer. I have written and translated manuals for Epson, Panasonic, and Fujitsu. In my work I use Trados 2007 & 2009, Multi-Term 2009, and SDLX.

Proofreading:

I was the principal proofreader for our branch office. Our main client was Epson and I proofread for them on a daily basis. I also did proofreading work for Sanyo, Panasonic, and Fujikoshi. I have taken and passed the Epson proofreading test and have graded other proofreaders who have taken the test.

My time with Crestec taught me the importance of clear and concise writing, to organize my work so that I never miss deadlines, and always deliver work of the highest quality.

Familiar OS Environments / Software Tools / Computing Skills:

- Trados Freelance Suite 2007 & 2009
- Windows Vista Ultimate, Windows XP Professional, Windows 2000
- Macintosh OS X 9.8 to 10.5
- Microsoft Office XP, 2003, and 2007 (EN & JP)
- Windows Home Server - Computer backup, data storage, and transfer
- FrameMaker (Structured XML) 7.0 (English)
- Adobe Acrobat Professional 8.0
- Adobe Photoshop CS2
- Open Office 2.0
- RoboHelp
- Snagit 8 (Professional screen capture software)
- HTML hand coding
- JavaScript hand coding

October 2000 - April 2004

Luna International; Nagano-shi; Japan

My duties with Luna not only involved teaching but also proofreading work for university students and for professionals such as doctors, professors, and engineers.

I also became an examiner for the Cambridge University Young Learners Exams and the Cambridge University Business Exams.

September 1999 - September 2000

The British Institute; Arona; Italy

Whilst working for The British Institute I also did proofreading work for the cell phone company Nokia. This involved proofreading advertising material and User's Guides.



September 1998 - September 1999

The Greenwich School of English; Plock; Poland

Whilst working for the Greenwich School of English I also proofread and rewrote advertisements and copy for the Coca-Cola Company based in Plock.

Education

September 1995 - July 1998

The University of Wales; Swansea; United Kingdom

BA in English & Philosophy 2i

Secondary Education

Whitchurch High School; Cardiff; United Kingdom

A- Levels:

Subject	Grade
English	A
History	B
Politics	A

Further Training and Qualifications

- Studied and passed HTML and JavaScript courses from Virtual University.
- Passed proofreading test from Epson. I now grade proof reading tests taken by others.
- Examiner for Cambridge Young Learners Exams (YLE) and Business exams (BULATS). I am now the local Oral Examiner and Training Coordinator responsible for training new examiners.
- RSA/CELTA Certificate of Teaching English as a Foreign Language from Cambridge University.

Other Interests

I enjoy reading and writing, and in my spare time I like to write television and movie scripts with a friend of mine. I enjoy traveling around Japan with my wife, particularly the Japanese Alps, and I hope to see a lot more of Japan in the future.