

***Debbie Edwards***

***Professional Translator***

---

**BA (Asian Studies), MA (Translation & Interpreting), NAATI Professional Translator**

Name	Deborah (“Debbie”) Edwards	Nationality	Australian
Address	Suite 3, 34 Macpherson St, Bronte, NSW, AUSTRALIA 2024		
Telephone	+61-2-9388-9062	Working Hours (Mon-Fri)	9:00-21:00
Cell phone	+61-401-745-471	Working Hours (Sat-Sun)	9:00-21:00
Fax	+61-2-9388-9062	E-mail	<a href="mailto:debbie.edwards1@gmail.com">debbie.edwards1@gmail.com</a> <a href="mailto:debbieedwards1@optusnet.com.au">debbieedwards1@optusnet.com.au</a>
Language	Proficiency Level		
English	Native speaker		
Japanese	Professional (Japanese Language Proficiency Examination Level 1, NAATI Professional Translator)		

#### **Educational History**

Period	Activity
Feb 1992 - Nov 1994	Barker College (Australia)
Nov 1998 - Dec 1999	Japanese Language Education Center of Shizuoka (Japan)
Mar 1994 - Dec 2000	Bachelor of Arts (University of Sydney, Australia). From 1998 to 2000, deferred studies at the University of Sydney and travelled to Japan to work as an English conversation teacher and study Japanese. During that period, studied Japanese at the abovementioned language center. After graduation, passed the Japanese Language Proficiency Examination (JLPT) Level 1 - the highest level of Japanese language proficiency tested.
Mar 2006 - Nov 2007	Master of Translation and Interpreting (Macquarie University, Australia). After graduation, was granted professional-level translator accreditation by the National Accreditation Authority for Translators and Interpreters (NAATI).

## Employment History

Period	Employment Details
April 1998 - Jan 2000	Taught English conversation in Shizuoka City (Japan) Annex English Conversation School, Small World English Conversation School, Private Classes, Community Center Classes etc.
Jun 2000 - Dec 2001	Taught English conversation in South Korea Taesong N. School: English Conversation Teacher Yuhan Kimberley: Business English conversation teacher Estee Lauder: Business English conversation teacher Private Classes, Community Center Classes etc. Between Jan 2002 and Jun 2003, travelled and lived in North America, Thailand and China.
Jun 2003 - Dec 2004	Flairview Travel (www.hotelclub.com) Customer Service Department Provided customer support (telephone and e-mail) and website translation services.
May 2004 - Apr 2006	ITOCHU Minerals & Energy of Australia Personal Assistant to the Managing Director and in-house translator.
Sep 2006 - Dec 2006	Nichigo Press (Translation internship)
2006- present	Freelance translator

## Good Citizenship

Period	Details
Apr 2008 - Present	“Hunger Free World” Translation of various reports and materials (approx 30,000 characters to date) for Hunger Free World, a Japanese NGO that operates a variety of projects in poverty stricken areas of the world (Burkina Faso, Bangladesh, Benin and Uganda).
Jul 2007 - Present	Mentoring of several translation students at Macquarie University and delivering occasional lectures about freelance translation life (how to find jobs, etc.)

### Examples of Translation Work Performed in the Last 12 Months

Content	Volume (Japanese source text characters)
Ongoing translation job related to a collaborative project between several universities, government agencies and a large international organization on Japanese "satoyama" (semi-rural landscapes).	20,000
Ongoing translation job related to the merger of two large Japanese electronics manufacturers. Translated documents include business correspondence, business strategy presentations, technical materials and internal documents such as price quotation request forms.	40,000 (total)
Project completion report on the activities of the Japan International Cooperation Agency (JICA) in Indonesia	20,000
JICA Water Supply Project in Eastern and Western Sumatra	10,000
Website translation for a large manufacturer of generic pharmaceuticals.	15,000
Technical documents related to the construction of a large pharmaceuticals plant	10,000
Various agreements (Trademark Licensing Agreement etc.) between a major Japanese convenience store franchise and its Chinese joint venture partner.	15,000
User manuals for educational game software (2)	10,000 (x2)
News releases for a large association of travel agents	10,000
Opinion survey of employees of a major electronic equipment manufacturer (highly-sensitive HR document).	30,000
Various employment-related agreements for a large Tokyo-based foundation.	30,000 (total)
Annual reports, financial statements and other IR materials for a whole range of companies, including electronics manufacturers, insurers, property investment funds and shipping companies.	16,000 per document (average)

### Work Hours

Daytime (week days)	9 hrs	Evening	4 hrs	Weekends and public holidays	9 hrs
---------------------	-------	---------	-------	------------------------------	-------

### PC and Software Used

OS: Windows XP	PC: Toshiba Dynabook, 2007
Microsoft Word Version: MS Office 2007	
Other software: TRADOS/SDLX 2007	

### Translation Speed

Japanese → English	Weekdays: 5000 characters/day, Weekends/Public Holidays: 5000 characters/day
--------------------	--

### **Qualifications/Certification**

- NAATI Professional Translator (the professional accreditation level required to provide certified translations of legal documents in Australia) (2007)
- Master of Translation and Interpreting (2007)
- Bachelor of Arts (Asian Studies - Majoring in Japanese and Korean) (2000)
- Japanese Language Proficiency Examination (JLPT) Level 1 (the highest level of Japanese proficiency tested) (1999)

### **Professional Organization Memberships**

- Australian Institute of Interpreters and Translators Inc. (AUSIT)
- National Accreditation Authority for Translators and Interpreters (NAATI)
- Japan Association of Translators (JAT)
- Japan Translation Federation (JTF)
- American Translators Association (ATA)

### **Main Work Areas**

General business/economics, legal, public relations, website, general, other

*- High-quality translations delivered on schedule. Tight turnarounds possible -*