

James Smith

Freelance Japanese-English Translation and Proofreading

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Objectives

To draw upon a wealth of experience in Japanese-English academic, corporate and institutional translation in obtaining new and challenging freelance translation work.

Profile

Native speaker of British English based in Fukuoka City, Japan. Holds a BA (Hons) in Japanese Studies and an MA in Cultural Heritage. Fulltime translator with a flexible schedule allowing for the accommodation of multiple projects. Accustomed to working with simultaneous deadlines and providing superior customer service. Excellent computer and research skills.

Education

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| 2008-2009 | MA Cultural Heritage, University of East Anglia |
| 1999-2003 | BA (Hons) Japanese Studies (2:1), University of Durham (with one year spent at Kumamoto University (Japan) as an exchange student) |
| 1997-1999 | A-levels (History: A; English Literature: B; Geography: B), Leiston High School |

Career Summary

January 2010 - Fulltime freelance translation, editing and proofreading

- Japanese-English translation and proofreading of a variety of academic, corporate and governmental materials.
- Academic: Fields of expertise include the social sciences, arts and humanities, environmental sciences and university administrative documents. Some experience in the fields of engineering, science and medicine. Materials handled to date include book chapters, journal papers, abstracts, presentation speeches/slides, websites, library materials and other administrative documents
- Corporate/institutional: Company websites, brochures, pamphlets, signs, maps, resumes and MBA letters of recommendation in a variety of industries
- Estimated Japanese character count of translations completed to date in excess of five million characters
- Volunteer translations of two short stories for *Kizuna: Fiction for Japan*, a cross-genre anthology for the benefit of children orphaned by the March 2011 Tohoku Earthquake and Tsunami

April 2009 Sainsbury Institute for the Study of Japanese Arts and Cultures (SISJAC), Norwich Two-week internship as an integral part of MA course (unpaid)

- Creation of a bibliographic database of materials relating to Jomon dogu (prehistoric clay figurines) held by the institute, involving the inputting, transliteration and translation of the original Japanese bibliographic details (in preparation for *The Power of Dogu* exhibition held at the British Museum in 2009 and *Unearthed* exhibition held in Norwich in 2010)
- Cataloguing, photographing and providing descriptions of a group clay figurines that were created by participants in a dogu workshop held at the Japanese Embassy in London
- General proofreading of academic papers on Jomon archaeology and a map of archaeological sites included in the British Museum book *The Power of Dogu: Ceramic Figurines from Ancient Japan*.
- Paid role at a symposium held at the London Society of Antiquaries in November 2009 that looked at a proposal to register Jomon archaeological sites as UNESCO World Heritage Sites

2003-2008 PARAKARO Ltd, Kumamoto City, Japan In-house translator and English language instructor

- Wide-ranging translation and proofreading experience in diverse fields, including automobile, chemical, semiconductor, electronic, real estate and culinary industries, governmental/corporate organisations and academic/scientific institutions

- English language instructor for a range of corporate and private classes, teaching from complete beginner level to special translation and presentation courses and weekend training programmes
- Management and training of other full-time and part-time teachers around Japan
- Design and creation of teaching materials tailored to the needs of clients
- Interpreting experience, including an international automobile conference
- Regular clients included some of Japan's major automobile, semiconductor and electronics manufacturers, universities and public institutions

2001-2003/2009

Leiston Press, Leiston, Suffolk

Occasional graphics design work, proofreading and typesetting

- Assistance in designing and laying out a range of documents and visual media for printing
- Typesetting and proofreading of manuscripts to be printed in book format

1997-2000

Solar Supermarket, Leiston, Suffolk

Frozen food section, check out operator and miscellaneous duties

- Unloading and stacking frozen food
- Head of frozen food section during the summer of 2000 with additional responsibilities including making orders and directing other staff
- Serving customers on the checkout during busy periods
- General warehouse and shop floor duties

Skills and Qualifications

- Word, Excel, PowerPoint, Photoshop, Illustrator, Acrobat, Internet and Email
- Full UK and Japanese drivers' licences

Interests

Interests include reading, antiquities and antique books, museums, writing short stories, travelling, walking, music and computers

Memberships

Society for East Asian Archaeology (SEAA)

The Research Cooperative