



# Curriculum Vitae

Yoko SHINOBU

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## Translator/Editor/Interpreter

### PROFESSIONAL SKILLS

➤ Legal Documents (E>J, J>E)

Sales agreement, loan agreement, lease agreement, license agreement, non-disclosure agreement, business reports, company regulations, compliance policy, Articles of Incorporation, Articles of Endowment, certificate of good standing, company/family registers, last will, mediation clause and protocols.etc.

➤ General Documents

Letters, resumes, transcripts, brochures, website localizations, etc.

### LANGUAGE SKILLS

Japanese Mother Tongue

English Fluent (Quarter American)

Chinese Conversational

### MAIN AREAS OF EXPERTISE

Business General, Law and Legal, Finance, Economics, Education, Journalism, Family History, Child Care, Ecology, Environmental issues, Science, Ethnic and Cultural Studies, Films, Hospitality, Internet, Music, Literature, Arts, Telecommunication, Broadcasting, Tourism, Japanese Martial Arts, etc.

### WORKEXPERIENCE

In-house Translator at Samurai Translators in Japan since 2006 (<http://www.translators.jp>)

Major jobs for end customers such as:

- Crocs (Brochures, agreements, letters, etc. E>J & J>E)
- AMWAY (Questionnaires E>J)
- Galileo Japan (Business Agreements E>J)
- Ferragamo (Operation Manual E>J)
- Saga Bank Ltd. (Annual reports J>E)
- LINGO 24 (London pass travel book E>J)
- gosukashi.com (scripts translation E>J)

### PRODUCTIVITY

English to Japanese: 4000 words per day (without using Trados)

English to Japanese: 10000 words per day (with Trados)

Japanese to English: 5000 characters (without using Trados)

Japanese to English: 12000 characters (with Trados)

(This amount is variable according to the type of source file)

**RELEVANT SKILLS**

Good performance under pressure.  
Good leadership skills.  
Perseverance.  
Love challenges.

**COMPUTER EQUIPMENT**

2 laptops, High-speed broadband Internet connection, scanner, fax, multifunction printer.

**SOFTWARES**

Windows 7 & XP, SDL Trados 2009, MS Office 2007 (Word, Excel, Power Point) , Homepage Builder

**FORMAL EDUCATION/ QUALIFICATIONS**

B.A. Kwansei Gakuin University, Hyogo, Japan (Policy Studies)  
STEP (Society for Testing English Proficiency) 1st Grade  
TOEIC 905  
Member of JAT (Japan Association of Translators) since 2007  
Microsoft Excel Certified User

For more information, please visit my website      <http://www.shinobu-yoko.com>

Reference available upon request