

MIKI MATSUDA

Motivated and detail-oriented translator with a proven track record of success in translating various materials from Japanese to English and vice versa; interpreting dialogues and conversations, providing linguistic assistance, comprehension skills and great time management abilities. Highly educated, possessing a Bachelor in British and American studies. Bilingual in Japanese and English.

✉ mikimatsuda09@gmail.com 📞 +815058068224 📍 HIROSHIMA, JAPAN 📧 miki_matsuda_09

WORK EXPERIENCE

Director

Hello Hiroshima Association

05/2020 - Present Hiroshima, Japan
Community development through tourism

Achievements/Tasks

- Performed various translation duties from Japanese into English; including written texts, localization initiatives and live speaking presentations.
- Arranged concurrent translation during corporate meetings to allow English audience members to take part in Japanese-language events.
- Translated text projects; including website content, news articles and corporate reports.

Contact: TOSHIRO YOSHIHARA - hellohiroshimapj@gmail.com

Project Manager

Hiroshima NPO Center Specified Nonprofit Corporation

04/2017 - 03/2020 Hiroshima, Japan
Nonprofit Intermediary

Achievements/Tasks

- Communicated with, and coordinated project partners in Japanese and English.
- Performed tasks central to program progress including scheduling, budgeting and accounting, and resource management.
- Well-developed team building and influencing skills; unquestioned integrity.

Contact: HIROKI MATSUBARA - info@npoc.or.jp

Graphic Designer

Nakamotohonten Co., Ltd.

04/2007 - 12/2013 Hiroshima, Japan
Printing and design company

Achievements/Tasks

- Designed promotional items such as advertisements, posters and brochures in Japanese and English.
- Redesigned and laid-out weekly and annual magazine.
- Trained junior graphic designers on Adobe Creative Suite programs such as Illustrator, Photoshop and InDesign.

Contact: TOSHIYUKI NAKAMOTO - honten@nakamotohonten.co.jp

EDUCATION

Bachelor of British and American Studies Hiroshima Jogakuin University

04/2003 - 03/2007 Hiroshima, Japan
Course included:

- English and American Language and literature
- English Phonetics and Conversation
- Advanced Linguistics
- Translation for Business

SKILLS

Verbal, Non-Verbal, and Written Communication	●	●	●	●	●
Reading and Comprehension Skills	●	●	●	●	●
Writing skills and command of grammar	●	●	●	●	○
Time Management & Multitasking	●	●	●	●	●
Self-Management & Self-Motivation	●	●	●	●	●
Cultural Awareness & Intelligence	●	●	●	●	○
Analysis & Research	●	●	●	●	○
Problem-solving	●	●	●	●	●
Perseverance	●	●	●	●	●

VOLUNTEER EXPERIENCE

FASHION REVOLUTION JAPAN (02/2018 - Present)

- Translated international surveys from English to Japanese.
- Reviewed translation work of other colleagues.
- Wrote articles for both English and Japanese audiences.

CERTIFICATES

TOEIC score: 840 (03/2017)

LANGUAGES

Japanese (Native proficiency)	●	●	●	●	●
English(Working proficiency)	●	●	●	●	○

INTERESTS

Sustainability	Environment	Fashion	Politics
Travelling	Jogging		