*Nozomi Oyama　Industrial Translator*

Language Pairs: English >> Japanese

Translation Capacity: 1,000-1,500 words/day (E>J)

3-4 hours/day, 4-5 days/week

Desired Pay Rate: 8-12 JPY/ word (E>J)

# PERSONAL DETAILS

Name: Nozomi Oyama (Ms.)

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Samut Prakarn 10270 THAILAND

Phone: +66 92-223-1601, +81 50-5240-5767 E-mail: nozomioyama.th@gmail.com

# WORK EXPERIENCES

## SUMMARY

* Freelance industrial translator, English to Japanese

I have more than 10 years' experience in human resources development. And more than 17 years’ experience in customer relations. I also experienced in-house document translation at foreign companies and overseas for nearly 10 years in total.

* Industrial E-J translator, Self-employment Apr. 2018-Present
* Secretary of Vice President, Toyota Motor (Thailand) July 2017-Present
* Instructor for in-house training, Insurance company
* Sales support, Life insurance company
* Customer Support, Insurance company
* Esthetician and counselor, Esthetic salon
* Office work and class support, English conversation class

# SKILLS

* English and Japanese Translation
* English and Japanese Proofreading
* Proficient with Microsoft Office (Word, Excel, PowerPoint, Outlook)
* Language: Japanese (Native), English (Advanced)

# TRANSLATION ENVIRONMENT

## COMPUTER EQUIPMENT

(Main) Laptop PCOS: Windows 10 Professional 64bit　CPU: Intel Core i5 Memory: 16GB

SSD: 512GB Monitor: 13inch 　Sub Monitor:22inch

(Sub) Desktop PCOS: Windows 10 Professional 64bit　 CPU: Intel Core i3 Memory: 8GB

HDD: 1TB Monitor: 22inch

## PRINTER Canon G3000 series Printer WS

## TRANSLATION SUPPORT TOOLS

CAT MemSource

Soft Ware Hidemaru Editor, Em Editor

Microsoft Office 365 (Word, Excel, Power Point, One Note, Outlook)

Japanese Input Support (ATOK Passport)

Dictionary Manager (EBWin4, PDIC, Logophile)

File compression / decompression (Alzip)

Database Evernote, Google Drive, Dropbox

Web Site Light PDF (PDF Editor) https://lightpdf.com/jp/

English Grammar http://www.eibunpou.net/

Online Translation https://mt-auto-minhon-mlt.ucri.jgn-x.jp/

https://honyaku.tools/

http://cross.transer.com/

Corpus https://www.linguee.jp/

https://www.sangyo-honyaku.jp/dictionaries/

<http://www.kotoba.ne.jp/n.cgi?k=50>

## DICTIONARIES

GENERAL Kenkyusha's　New English-Japanese Dictionary

Kenkyusha's　New College English-Japanese Dictionary

Kenkyusha's　Luminous English-Japanese Dictionary

Kenkyusha's　Business English-Japanese Dictionary

Kenkyusha's English-Japanese Dictionary for The General Reader + V2

Kenkyusha's New edited English-Japanese practical dictionary

Kenkyusha's Comprehensive Business Communication Dictionary

Eijiro

Longman English Dictionary (English/English-Japanese)

Cambridge Dictionary (English/English-Japanese)

Oxford English Dictionary

Merriam Webster Dictionary

Kenkyusha's　New Japanese-English Dictionary

Kenkyusha's　New College Japanese-English Dictionary

Kenkyusha's　Luminous Japanese-English Dictionary

TECHNICAL TERMS Kenkyusha's English-Japanese Dictionary of Computer and Internet

Kenkyusha's English-Japanese Dictionary of Science and Chemistry

Kenkyusha's English-Japanese Dictionary of Medical Science

JAPANESE DICTIONARIES

Sanseido's Super Daijirin 3.0

Sanseido's New clear explanation Japanese-language dictionary

Japanese Cisaurus Dictionary of Theothesaic Dictionary

Kenkyusha's Dictionary of Japanese expression

Kenkyusha's Dictionary of Synonyms

# TRANSLATION EXPERIENCES

# IN-HOUSE TRANSLATION

* + Internal Notification, News letter from Management.
  + Meeting/Presentation documents
  + Training text - Product of Life Insurance
  + Training text - Management manual for Call Center
  + Employment Rules & Job description
  + Top Management Interview

# INDUSTRIAL TRANSLATION

BUSINESS SERVICES

* + News Release (About new service)
  + Welcome letter for the buyers of system support
  + Employment contract
  + Employment Rules & Job description
  + Sales Representatives' Competencies
  + Distributor Agreement & Contract (DEFINITIONS Part)
  + NON-DISCLOSURE AND CONFIDENTIALITY AGREEMENT
  + Business Alliance Agreement
  + Presentation Document (MARKETING RESEARCH’S FOCUS）
  + HR Hand book (for Employee)
  + Service Terms and Conditions

MARKETING

* + Web Page (Introduction of Champagne)
  + Brand Story
  + Products Information on EC site

FINANCIALS

* + Rule creation specification for Transaction Monitoring
  + Investment funds in the world

# EDUCATION High school graduate, Kanagawa Prefectural Kamakura Senior high school, Japan

# REGISTERED TRANSLATOR REGISTRATION SITE

* + ProZ.com
  + Translator’s Cafe.com
  + Translation Directory.com
  + Amelia