

# Steven M. Thompson

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Magazine editor, translator, and writer with strong language and proofreading skills as well as experience in leading a team to complete projects under tight deadlines. Eager to bring new stories, products, and experiences to international audiences.

## **EDITING AND TRANSLATION EXPERIENCE**

### **S. M. Thompson Editing**

*Freelance editor and copy writer, October 2015 – Present*

Worked with a diverse range of individual clients to provide editing and proofreading for first drafts, manuscripts, and website text prior to publishing. Wrote articles for special interest sites related to travel (ANA's "Experience Japan" series), culture (Taiken Japan), and entertainment (Gamers Decide). I also conducted Japanese market research and prepared reports. These freelancing required mindful management of deadlines across clients and prioritizing work to suit.

### **AJET Connect Magazine**

*Head Editor, April 2013 – July 2015*

Edited all incoming magazine copy for mechanics, style, clarity, and voice. Managed and supported a staff of 15 editors and designers. Set publication schedule and designated tasks. Created and maintained the magazine's first style guides, procedures manual, statistics spreadsheets, contact forms, and master list of all published content to date. Conducted additional fact-checking and research as needed. Wrote copy and served as the public representative of the magazine in correspondence and social media.

### **The Association for Japan Exchange and Teaching (AJET)**

*Online Publications Editor, April 2013 – July 2015*

Cooperated with a team of translators to create and edit bilingual resources, including magazines and fliers. Edited surveys and reports presented to the Japanese government, and ensured consistency between translations. Edited posts and copy for the organization's website. Served as liaison between the national organization and its government partners on behalf of Connect Magazine, arranging distribution and printing.

### **Baobab, Inc.**

*Freelance translator and proofreader, November 2015 – Present*

Translated hotel descriptions and copy for use on the Jalan booking website, recipes for ABC Cooking Studio, internal error reports for a Japan-based IT company, and more. In addition, edited and proofread pre-translated text across a variety of fields and subjects.

## **TEACHING EXPERIENCE**

### **Iwaki City Board of Education**

*Assistant Language Teacher, August 2014 – Present*

Conducted lessons in English and Japanese, focusing on grammar and natural speaking. Corrected and graded writing assignments. Translated students' Japanese compositions into English speeches for national competitions and additional school materials, such as transcripts for students applying to international schools.

### **Izumizaki Village Board of Education**

*Assistant Language Teacher, August 2011 – July 2014*

In addition to those listed above, provided translation of the village's folktales and historical materials for the local library. Translated and managed all official English-Japanese correspondence with a sister city in Australia. Edited speech competition materials, and created new judging criteria. Conducted weekly conversation classes for children and adults, and designed curricula still used today.

## **EDUCATION**

**University of Florida**, College of Liberal Arts and Sciences, Gainesville, FL  
Bachelor of Arts in English, Graduated with Honors May 2011