

Aya Okamoto

Translator

Profile

Dedicated Professional EN to JA Freelance Translator. I am a Japanese native who has 5 year experience in translation and proofreading. I also have worked in the office environment in Vancouver, Canada for one year and in London, UK for 2 years.

Employment History

Japanese Video Game Translator at Testronic

July 2019 — Present

Localise the in-game text and marketing materials for steam and console video games

English to Japanese Video Translator at TheSoul Publishing

July 2018 — Present

Translate the scripts and subtitles for popular YouTube videos

Work closely with proofreaders and make sure that the videos are not only translated but also adjusted to cultural back grounds in Japan

Japanese Translator at Upwork (various)

January 2016 — Present

Translate the viral stories from English to Japanese

Translate the in-app text for social networking apps

Translate company websites

Japanese Communication Assistant at Pole To Win UK, London, UK

December 2016 — July 2017

Assist email communication between the clients and the project coordinators by translating the messages that are exchanged

Translate the materials and information provided by the Japanese clients for the translators' reference

Translate any queries that are raised by translators in the process of localization and testing

Familiarize myself with games and providing assistance to testers if they need any help

Personal Assistant/ Administrator at Astomos Energy Corporation, London, UK

November 2015 — November 2016

Give administrative supports to the manager of the office

Answer incoming phone calls and putting it through to the suitable person

Keep the record of daily and monthly energy resource prices on the excel files and create graphs that show how they change daily/ monthly/ yearly

Translate articles and news from English to Japanese

Research Assistant at JETRO LONDON, London, UK

August 2015 — October 2015

Links

[LinkedIn](#)

[UpWork](#)

Skills

Microsoft Excel

Fast Learner

Ability to Work in a Team

Communication Skills

Microsoft Office

Languages

English

Japanese

School Agent at DEOW Education Canada, Vancouver, Canada

June 2014 — May 2015

Help international students from Japan find appropriate placements in language schools and colleges

Assist students with administrative tasks such as enrollment

Provide support for students as they settle into Vancouver

Produce invoices, both for students and the company branch in Japan

Maintenance of student dormitory

English teacher at iTTTi Japan, Nagoya, Japan

December 2020 — December 2020

Teaching English as a second language to school students aged up to 18 years old

Help students gain confidence in their English ability through interactive lessons designed to strengthen verbal and written skills

Communicate regularly with parents on the phone and in person in order to report student progress and discuss any queries or concerns they may have

Marketing duties, advertising new courses to the public and dealing with queries

Education

Bachelor of Literature, Sophia University, Tokyo

April 2007 — March 2012

Thesis completed on His Dark Materials by Philip Pullman

University of Edinburgh, Edinburgh, UK

September 2009 — June 2010

Exchange programme

Qualifications

IELTS 7.0 overall

July 2008 — July 2008

TOEIC 970

March 2014 — March 2014

CACHE Level 2 Certificate for Introducing Caring for Children and Young People

July 2016 — July 2016

First Aid

November 2015 — November 2015