Curriculum Vitae

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| PERSONAL INFORMATION | Christopher John Ward |
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|  | 150 Ock Street, Abingdon, OX14 5DT U.K. |
| +44(0)1235 523691  +44(0)7792 335 680 |
| [chris@wardtranslations.com](mailto:chris@wardtranslations.com) |
| [www.wardtranslations.com](http://www.wardtranslations.com/#_blank) |

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| PERSONAL STATEMENT | I am a Japanese and French to English freelance translator with a Masters in Japanese specialised translation from the University of Roehampton. I have experience in IT, the automotive field, Telecoms, real estate, business documentation, gaming, subtitling, anime. |

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| WORK EXPERIENCE |  |

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| 01/09/2015–Present | Freelance Translator |
| **Japanese​​ to English Translations include:**   * Family Registry, Power of Attorney, Property inheritance documents, Telecoms meeting minutes, numerous Marriage/Death Certificates, Resident Cards, Service Agreements etc. * Equity and business venture documents, various bank statements/business emails/minutes * Japanese business owner’s Income Tax statements * Tradia Corp. Certificate of all Historical Matters * Legal translation including the “Act for Establishment of the Information Disclosure and Personal Information Protection Review Board” and Acts relating to the Japanese Accreditation Bureau for the European Commission * Subtitling documentaries and interviews: Uber Eats ad from Japanese into English, Japanese Zen Garden Documentary, Google Engineering Program ad, Amazon ad. * Mikimoto Pearls Financial Statement FY16 * Subtitling/proofreading anime for Wakanim TV since October 2017: Translation - Blend S, Our Love has always been 10 cm apart, Hakumei & Mikochi, Tokyo Ghoul:re, Slow Start, Gun Gale Online, Cells at Work, Kaguya-sama: Love is War, Sword Art Online: Alicization Proofreading: Grancrest Wars, Code Realize, Mitsuboshi Colors, Persona 5, King’s Game, UQ Holder, W’z   **French to English Translations include:**   * Video transcription of Home Office interviews * PowerPoint business documents for Lactalis * BNP Paribas Engagement Letters, business letters * Panpharma marketing * Aquind Geotechnical/Railway technical documentation * Stago Technical Reference Documentation * RTE – Contract for using the Public Electricity Transmission System * Pirelli Invoice to customer |

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| 01/04/2015–06/08/2015 | Translator and Editor |
| Pole To Win Europe Ltd, London (United Kingdom) |
| - Translator of video games from Japanese to English  - Proofreading and correcting of Japanese to English translations |

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| 01/03/2011–01/01/2014 | Senior Lettings Negotiator |
| Chard Estate Agents, London (United Kingdom) |
| - Conducting property viewings with applicants  - Negotiating deals with clients in English, French and Japanese  - Assisting the manager in the reporting of monthly and quarterly figures  - Drawing up tenancy agreements and necessary legal documents  - Telephone sales and following up business leads |

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| 01/12/2007–01/06/2010 | IT Administrator |
| Toyota Tsusho UK Ltd, London (United Kingdom) |
| - Responsible for monitoring stability of Toyota Motor Corporation's European data transfer systems  - Troubleshooting IT systems failure and reporting backup status to Japan  - Managing registrations, deletions and modifications of Toyota suppliers and European affiliates for the use of Toyota's data transfer portal  - Responsible for granting access to secure web based portal used for downloading highly confidential car manufacturing data  - Main person in charge for handling all matters to do with car manufacturing data transfer between TMMF (Toyota Manufacturing France) and TMC  - Project manager on Toyota rollout for multiple supplier user registrations |

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| 22/09/2014–01/09/2015   |  |  | | --- | --- | | EDUCATION AND TRAINING |  |   01/09/2001 – 01/06/2005 | MA in Specialised Translation (Merit) |  |
| University of Roehampton, London  B.A. in Japanese Studies II: I  University of Sheffield | |

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| PERSONAL SKILLS |  |

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| Mother tongue(s) | English, French | | | | |
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| Other language(s) | UNDERSTANDING | | SPEAKING | | WRITING |
| Listening | Reading | Spoken interaction | Spoken production |  |
| Japanese | C1 | C1 | C2 | C2 | C1 |
|  | Japanese Language Proficiency Test Level N1 | | | | |
|  | Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user  [Common European Framework of Reference for Languages](http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr) | | | | |

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| Job-related skills | - Experienced in technical and business Japanese translation (work includes financial reports, business letters, meeting minutes, official certificates) - Trained in technical translation including patents and manuals, as well as use of CAT tools (SDL Trados and MemoQ)​ - Experienced in translating Japanese biographies (MA thesis) and animation  - Avid gamer with experience in translating gaming material while working at Pole To Win Europe​ |

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| Digital competence | SELF-ASSESSMENT | | | | |
| Information processing | Communication | Content creation | Safety | Problem solving |
|  | Independent user |  | Independent user |  | Independent user |
|  | [Digital competences - Self-assessment grid](http://europass.cedefop.europa.eu/en/resources/digital-competences) | | | | |
|  | SDL Trados Studio 2014 for Translators - Certification | | | | |
|  | - Proficient user of Microsoft Word, Excel and Powerpoint  - Have been trained in WinCAPS and SDL Trados at Roehampton University  - Experience in using SDL Trados 2017 and MemoQ CAT software | | | | |

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| ADDITIONAL INFORMATION |  |

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| Honours and awards | * Oct 2003 - Sept 2004 - Awarded Japanese Government Scholarship to study Japanese language and culture at Yamaguchi University, Japan * Awarded JLPT Level N1 in July 2017 * MITI (fully qualified member of the ITI) * 2018 ITI Japanese Translation Network (J-NET)   Japanese to English Translation Competition - 1st place |