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  |
| [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

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| EDUCATION AND TRAINING |   |

01/09/2001 – 01/06/2005 | MA in Specialised Translation (Merit) |  |
| University of Roehampton, London B.A. in Japanese Studies II: IUniversity 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 |