

CURRICULUM VITAE – KYOKO MIZUTANI

Vocational Experience

- ❖ Jan. 2020 to present : Freelance JPN-ENG translator/ interpreter
- ❖ February 2015 to October 2019 : Lead translator/ interpreter
Honda R&D Europe (UK) Ltd.
Duties include:
 - Assigned to support top management meeting/ report (translation & interpreting)
 - Management of internal/ external translators and interpreters.
 - Support translation/ interpreting of other Honda offices in the UK, Germany, Turkey, Russia and Japan.
 -
- ❖ February 2013 to February 2015 : Assembly Frame Translator/ Interpreter
Honda of the UK Manufacturing Ltd.
Duties included:
 - Responsible for organising translation & interpreting assignments between foreign and domestic Honda associates in English and Japanese.
 - Assigned to support senior management meeting including C5, C6 and MD on request.
 - Assigned to support highly sensitive African production project as a designated interpreter in Egypt.
 - Translate production/ development specific documents and division's high level business plan document.
 - Support translation/ interpreting of other divisions on request.
 - Trusted with sensitive commercial data.
- ❖ February 2012 to January 2013 : Translator/Interpreter
Honda R&D Europe (UK) Ltd.
Duties included:
 - Translate technical research documents for future models development, benchmarking documents, and other confidential documents.
 - Assigned to support highly sensitive, global meetings at Honda in the UK/ Germany and Partner locations in Germany.
 - Trusted with sensitive commercial data.
 - Elected secretary of Honda R&D Social Events Club.

- ❖ **August 2011 to Feb 2012 : Freelance Translator**
Mainly specialised in engineering and business. Other types of document can be actively dealt on request.
Duties included:
 - Coordination of daily translation duty
 - Research in relevant field, using English and Japanese
 - Translation and proofreading
 - Managing terminology list
 - Financial management including invoicing
- ❖ **January 2011 to July 2011 : Translator**
Mori Seiki Co., Ltd.
Mori Seiki is a global company to produce machine tools, and has been listed on the first section of Tokyo/Osaka Stock Exchange.
Duties included:
 - Writing technical English instruction manuals for Mori Seiki's international customer base.
 - Relaying technical client specifications to Mori Seiki engineering professionals.
 - Translation: instruction manuals of machine tools, application reports for clients, ranging from domestic and overseas automobile companies to iron works, time study, specification documents for overseas clients, presentation documents for executive officers.
 - Coordination of daily translation duties.
- ❖ **January 2010 to December 2010: Overseas Education Coordinator**
Overseas Study Center
Small-sized agency to promote overseas educational institute ranging from language schools to post graduate education.
Duties included:
 - Coordination of international student travel and accommodation itineraries.
 - Liaising with globally recognized educational institutions.
 - Student and institution relationship management.
 - Assist in the visa application process
 - Student counselling.

- ❖ **April 2003 to May 2007 : Sales manager assistant
Akachan Honpo Co., Ltd.**

Most well-known retail stores dealing with wide range of children's goods including toys, apparels and strollers.

Average sales of the section in charge: 3 mil JPY/month
Duties included: sales planning, market research, stock control, handling complaints, promotion and advertising.

Education

- ❖ **Sep 2008-Dec 2009: University of Bath,
Department of European Studies & Modern Language, UK
MA in Interpreting and Translating
Dissertation: 'Translatability of Buddhism texts;
a case of *Shôbôgenzô*'**

Modules completed include Simultaneous/Consecutive Interpreting, Public Service Interpreting, Translation as well as Advanced English.

- ❖ **Sep 2007-July 2008: Newcastle University, School of Modern language UK
Graduate Diploma in Translating and Interpreting**

Modules include Advanced English, Translation, Translation studies, Sight Translation, Consecutive Interpreting, and Simultaneous Interpreting and Beginners Chinese (Mandarin).

- ❖ **Aug- Sep 2007: Newcastle University, Pre-sessional Intensive English Course**

- ❖ **April 1999-March 2003: Chukyo University, Literature Department, Japan
BA in English Literature**

Thesis: Irish Folktales; the legend of Cúchulain

Modules include English/American literature, Children's literature, English Linguistics, English Phonetics, Syntactic, Psychology, Communicative writing, Fundamental computer science and Japanese Laws.

Other Experience

- ❖ **January 2010 to Present: Registered Translator (volunteer basis)
Non-profit organisation, ICAN, Japan**

- ❖ **January 2010 to Present: Registered Translator (volunteer basis)
Saitama UNESCO Association**

Certificates

- Qualified member of ITI (MITI)
- UK/ Japanese Driver's license
- J-SHINE certified English instructor licence at Primary School
- British Council Certificate in Promoting UK Education and Training