

Chinatsu Ayres MITI

ITI certified, ISO 17100:2015 qualified translator, English to Japanese, specialist in law

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MEMBERSHIP OF PROFESSIONAL BODIES

- **MITI** (Qualified translator, Institute of Translation and Interpreting)
 - **JAT** (Japan Association of Translators)
 - **JASRAC** (Japanese Society for Rights of Authors, Composers and Publishers)
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I am a freelance Japanese translator, providing translation services from English into Japanese (mother tongue). I have been working full-time as a translator since 2008, specialising in translation of legal, technical marketing and business documents.

Languages:

- Japanese (native)
- English (near native) TOEFL score: 270/300, essay rating 5.5/6
 TOEIC score: 965/1000, percentile rank 99.7

Services: translation + proof-reading, transcription, ad-hoc interpreting

IT and software: Windows 10, Microsoft Office 2019 with Word, Excel, PowerPoint; SDL Trados Studio 2019, MultiTerm 2019, memoQ 9.6, Memsources editor; typing - 65w/m.

Specialist areas: legal documents, technical and pharmaceutical marketing, corporate training, product information, communication and correspondence

WORK EXPERIENCE

2005 - Present: Part-time and then full-time (from 2008) freelance translator, residing and working in UK, (formerly in US and in Japan) with various translation agencies in UK, EU, US and JP

English > Japanese legal and technical translation projects that I have worked on:

- Service agreements, partnership agreements and attached documents for various business dealings
- Commission agreements, participant releases and attached documents for various media and entertainment business dealings
- Publishing agreement letter
- Correspondence and attached documents on a voluntary liquidation
- Court orders, attached documents and related correspondence in a divorce case
- Draft prenuptial agreement
- Power of attorney for probate and related correspondence
- Terms of use, terms of service and end-user licence agreements for various online services

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- Newsletters and communications on immigration rules and Brexit from various British law firms to their clients
- Corporate policies on data processing and GDPR, code of business conduct, code of ethics, ethical guidelines, anti-bribery guidelines and policies, anti-fraud policies, anti-discrimination policies and anti-slavery policies
- Clinical trial protocols and communication around clinical trials
- Technical market research and interview materials for various patient studies by pharmaceutical companies
- Technical marketing materials on various products, processes and machinery

Japanese > English legal and general translation projects:

- Death certificates, marriage certificates, domicile registers, resident registers, bank statements and other documents
- Audio interviews with Japanese patients and doctors on various medical conditions
- Audio interviews in various fields with Japanese citizens and professionals

Monolingual and bilingual transcription projects:

- Interviews with Japanese patients on their medical conditions (J > E bilingual)
- Interviews with Japanese doctors on various medical conditions (J monolingual)

EDUCATION

- *Postgraduate Diploma, Applied Translation Studies (2007)*
London Metropolitan University, UK
 - *BA in Letters, English and American Literature (1984)*
Keio University, Tokyo, Japan
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Interests: canal boating (RYA-certified Inland Waterways Helmsman), scuba diving (PADI-certified Open Water Diver), theatre performance, music, dogs

References available upon request

Training and CPD: regular effort to read Japanese technical documents and reports; creating legal and medical/ pharmaceutical terminology lists; French language lessons