

Patti Miyano

Freelance Translator and Editor
Houston, Texas, United States (Central time zone)
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SKILLS AND EQUIPMENT

Languages US English (native), Japanese

Main Specializations (Japanese to English translation and editing)

Business (Reports, articles, marketing research, equity research, economic forecasts, financial statements, annual reports, presentations, human resources, training materials, company regulations, company websites, trade show information, risk assessment)

Technical/engineering (Automotive, manufacturing, assembly, plastics, rubber, air intake systems, injection and blow molding, extrusion, testing, mechanical engineering, manufacturing/industrial engineering, electrical engineering, quality, safety, IT, software design, electronics, telecommunications, construction, building inspections, specification sheets, software and hardware manuals, FTA/FMEA)

Legal/patents (Leases, license agreements, contracts, patents)

Vital records (Birth, death, and marriage certificates, vehicle registrations, etc.)

Other (Art, tourism, education, cosmetics/beauty, insurance)

Cultural Experience Worked closely with a Japanese boss, Japanese executives, and Japanese engineers (in Japanese) for 3 years (June 2000-May 2003). Lived in Japan as an exchange student, American Field Service (Mar. 1995-Feb. 1996).

Software and Equipment Windows, MS Word, Excel, and PowerPoint, SDL Trados Studio, scanner, high-speed Internet

FREELANCE EXPERIENCE

Freelance Translator and Editor, July 2003-present.

- ❖ Japanese>English patent and technical translations
 - Patents: Construction, chemical/dye-related, and manufacturing equipment for ERW pipes
 - Electrical engineering research paper on grounding systems and industrial standards
 - Electrical schematics and bills of materials
 - Test result reports, technical recommendations/evaluations, presentation documents: Crash testing, air filter element dust and carbon capturing principles, mold design, automotive air intake, welding, painting, noise-absorbing material, water ingress, collapse toughness/negative pressure, sound/vibration, acoustic attenuation
 - Quality root cause analysis reports for plastic and rubber part defects
 - Automotive market claims
 - Hardware and software manuals and software strings for switching hubs and other equip.
 - Software design documents and emails related to TVs and other electronic devices
 - Telecommunications and mobile phone presentations
- ❖ Japanese>English legal and business translations
 - Contracts: Office leases, service contracts, license agreements, employment contracts
 - Sworn statement from a witness in a court case
 - Law on the physical protection of nuclear materials transported by sea
 - General business: Annual reports, sales and presentation documents, meeting reports, letters, speeches for business and accounting conferences, newspaper articles
 - Descriptions of golf courses for potential investors
 - Life insurance: Form and report specifications, manuals, checklist for the protection of personal information
 - Marketing materials for plastic and rubber products
 - Market research presentation on air conditioners
 - Reports on Asia-Pacific economic and stock market trends
 - Company procedures: company cars, confidentiality, sexual harassment, power harassment
- ❖ Japanese>English other translations
 - Interviews with artists about their art, descriptions of art supply products
 - Tourist pamphlets, presentation on promoting tourism between Japan and Australia
 - Divorce, marriage, birth, and vehicle registration certificates, academic transcripts
 - Song lyrics
 - Cosmetics and beauty diaries

- ❖ English editing of documents translated from Japanese>English
 - Patents and technical presentations
 - Building inspection reports – earthquake risk assessment, hazardous substances, etc.
 - Descriptions of golf courses for potential investors
 - Annual reports, equity research, stock market reports
 - Life insurance: Form and report specifications, manuals, risk/asset management reports
 - Software and hardware manuals and specification sheets
 - Furniture trade show information, in-house company magazines
 - Various legal documents
 - Company procedures (various industries, including manufacturing and aerospace)
- ❖ Monolingual English proofreading of documents written in English by non-native speakers
 - Descriptions of scuba diving destinations and dive sites around the world and other information relevant for scuba divers, including information on climate and marine animals

AUTOMOTIVE INDUSTRY EXPERIENCE

Tigerpoly Manufacturing, Inc., Grove City, OH (June 2000-May 2003)

Translation Experience

- ❖ Japanese>English translations
 - Sales, business, manufacturing, technical, safety, kaizen, human resources
- ❖ Japanese>English, English>Japanese consecutive interpreting
 - In-house meetings, customer meetings, international conference, frequently was asked to do interpreting for upper management and executives from the parent company
- ❖ English editing
 - Edited various business and technical documents written in English by non-natives

Work Experience, Project Leader, New Model and Sales Planning Coordinator

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| <ul style="list-style-type: none"> ❖ Project Leader <ul style="list-style-type: none"> ○ Was responsible for all facets of a new model car launch from the design phase through 3 months after mass-production startup ○ Supervised 8+ individuals in interdepartmental project team ○ Managed tooling build and scheduling ○ Reported project progress to directors and top management ○ Coordinated production of parts for customer shipments ❖ New Models <ul style="list-style-type: none"> ○ Solved problems ○ Handled multiple tasks simultaneously in a fast-paced manufacturing environment ○ Assured on-time new model deliveries, coordinated new model projects ○ Met with customers to report progress of new model launches ○ Investigated and reported capacity to customers | <ul style="list-style-type: none"> ❖ Sales Planning <ul style="list-style-type: none"> ○ Created annual company sales plan and sales reports ○ Maintained MRP sales forecast and customer price lists ❖ Communication and Training <ul style="list-style-type: none"> ○ Facilitated communication between Americans and Japanese in Tigerpoly and parent company ○ Coordinated flow of information between Tigerpoly and parent company ○ Trained members of Sales and R&D departments ○ Created interdepartmental flowcharts ❖ Other <ul style="list-style-type: none"> ○ Created and updated company website ○ Streamlined and organized department filing system ○ Taught a Japanese class to office staff on a volunteer basis |
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EDUCATION AND ORGANIZATIONS

B. A., University of Tennessee, Knoxville, 2000

Major: College Scholars (concentrations in International Business, Japanese, and Spanish)

GPA: 3.85/4.0, Summa Cum Laude

Senior Thesis Improving Intercultural Relations and Communication in International Business: Japan and Mexico

Professional Organizations ProZ.com member