

Patti Miyano

Freelance Translator & Editor

Houston, Texas, United States (Central time zone)

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SKILLS & EQUIPMENT

Languages US English (native), Japanese

Main Specializations (Japanese to English translation & 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 & blow molding, extrusion, testing, mechanical engineering, manufacturing/industrial engineering, electrical engineering, quality, safety, IT, software design, electronics, telecommunications, construction, building inspections, specification sheets, software & hardware manuals, FTA/FMEA)

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

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

Other (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 & Equipment Windows 7, MS Word, Excel, & PowerPoint, SDL Trados Studio, scanner, high-speed Internet

FREELANCE EXPERIENCE

Freelance Translator & Editor, July 2003-present.

- ❖ Japanese>English patent & technical translations
 - Patents: Construction, chemical/dye-related, & manufacturing equipment for ERW pipes
 - Electrical engineering research paper on grounding systems & industrial standards
 - Electrical schematics and bills of materials
 - Test result reports, technical recommendations/evaluations, presentation documents: Crash testing, air filter element dust & 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 & rubber part defects
 - Automotive market claims
 - Hardware & software manuals and software strings for switching hubs and other equip.
 - Software design documents and emails related to TVs and other electronic devices
 - Telecommunications & mobile phone presentations
- ❖ Japanese>English legal & 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 & presentation documents, meeting reports, letters, speeches for business and accounting conferences, newspaper articles
 - Descriptions of golf courses for potential investors
 - Life insurance: Form & report specifications, manuals, checklist for the protection of personal information
 - Marketing materials for plastic & 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
 - Divorce, marriage, birth, and vehicle registration certificates, academic transcripts
 - Presentation on promoting tourism between Japan and Australia
 - Song lyrics

- Cosmetics & beauty diaries
- ❖ English editing of documents translated from Japanese>English
 - Patents & 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 & report specifications, manuals, risk/asset management reports
 - Software & 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 & technical documents written in English by non-natives

Work Experience, Project Leader, New Model & 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 & scheduling ○ Reported project progress to directors & 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 & sales reports ○ Maintained MRP sales forecast & customer price lists ❖ Communication & Training <ul style="list-style-type: none"> ○ Facilitated communication between Americans & Japanese in Tigerpoly and parent company ○ Coordinated flow of information between Tigerpoly and parent company ○ Trained members of Sales & R&D departments ○ Created interdepartmental flowcharts ❖ Other <ul style="list-style-type: none"> ○ Created & updated company website ○ Streamlined & organized department filing system ○ Taught a Japanese class to office staff on a volunteer basis |
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EDUCATION & ORGANIZATIONS

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

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

GPA: 3.85/4.0, Summa Cum Laude

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

Professional Organizations ProZ.com platinum member