

Yu Kuramitsu

Professional Summary

A native Japanese speaker and Japanese-English translator with 8 years of experience in Technical fields such as IT, software, hardware, systems, networks, electronic engineering, telecommunication and management. Diverse translation work including customer's required specifications, the delivery specifications, large-scale executive organization documents, and so on. Experienced in writing user guides and meeting minutes and creating e-learning documents. I am passionate about writing simply to have readers understand easily.

Skills

Fluent in English and Japanese, including colloquialisms, business vocabulary, and industrial terminology. Experienced with a computer program Microsoft Office, Excel and PowerPoint. Extremely precise and dedicated. Comfortable with both verbal and written communication, including preparing and giving presentations.

Work Experience

Bilingual Translator and Facilitator

Staff Service Engineering CO., LTD., Tokyo

April 2014 – March 2022

- Created a 60-page user guide to the system both in English and Japanese by confirming the system behavior.
- Created e-learning documents of new measures both in English and Japanese, converted the documents, uploaded them to the system and informed the operating companies of taking the e-learning contents to spread the new measures.
- Reviewed both Japanese and English e-learning documents created by R&D or a third party, discussed the story of the documents and corrected them to improve.
- Created an operational manual to determine future specifications of multifunctional peripherals (MFP) and a product manual used in the company.
- Translated the following documents:
 - Required and Delivery Specifications of MFP.
 - Large-scale executive organization documents, including organization's initiatives and medium-term management plans.
 - User guide to MFP's Dip switch
 - License agreement

- Inquires and answers used in Chatbot
- Presentations and reports
- Trained new hires on company-specific translation standards, including proper handling of proprietary material.
- Proofread delivery specifications and other materials.
- Took meeting minutes in global meetings.
- Facilitated procedure to determine future specification of MFP and have mutual understanding between the company and the operating companies with related divisions.
- Researched competitors' information.
- Confirmed the company's product behavior, including reproducing using MFP, simulators and manuals and interacted with the related divisions.

Network Engineer

August 2013 – March 2014

IT-it CO., LTD., Tokyo

- Monitored companies' global network systems, isolated outages and arranged maintenance for the outages with foreign carriers.
- Took care of foreign customers in both Japanese and English.
- Received training to learn IT technology and global networks; and earned a perfect score on the final test.

Sales Assistant and Translator

April 2012 – November 2012

FWT Logistics Co., Ltd., Kanagawa

- Translated invoices and communication between the company and customers.
- Created Japanese manuals for exporting used vehicles for each country to help colleagues create shipping documents.
- Promoted foreign and Japanese customers to export used vehicles by telephone and email.
- Created shipping documents and checking shipping schedule.
- Took care of new and existing customers overall including solving their complaints, which resulted in contracting with a customer for exporting more than 100 vehicles a month.
- Arranged exports with forwarders.

Education

Bachelor of Arts in Liberal Arts, Tamagawa University, Tokyo, 2012

Studied Pedagogy, Art, Computer Graphics, English Teaching Method

Honors: fellowship for 2 years

Certification

English teacher's licenses for junior high and high school issued by Tokyo Metropolitan Board of Education in Japan