

# Yuki Takahahi

## Professional Translation vendor

yukitakahahi317@gmail.com

### Professional Summary

Innovative and meticulous Translation Vendor with over 8 years of experience delivering premium translation services across various industries. Specializing in legal, medical, and technical translations, I possess advanced proficiency in Japanese, English, Bengali, Dogri, and Spanish, Bengali, Navajo, and many more enabling me to provide precise, culturally nuanced translations. Leveraging industry-leading tools like SDL Trados and MemoQ, I ensure the highest level of consistency and efficiency. Known for exceeding client expectations through exceptional quality, reliable delivery, and collaborative problem-solving.

### Professional Experience

#### Freelance Translation Vendor

#### Self-Employed

*June 2016 – Present*

Languages: Japanese native, English fluent, Spanish intermediate

Specializations: Legal contracts, medical records, technical documentation, marketing materials

Spearheaded complex translation projects for high-profile clients in legal firms, healthcare organizations, and tech companies, delivering accurate and contextually appropriate translations that drive results.

Mastered CAT tools such as SDL Trados and MemoQ, optimizing workflows, maintaining translation memory, and ensuring seamless integration with client systems.

Cultivated strong relationships with clients through proactive communication and understanding

of their unique needs, leading to repeat business and long-term partnerships.

Delivered projects under tight deadlines while maintaining the highest standards of quality, confidentiality, and client satisfaction.

### **Senior Translation Vendor for GlobalTrans Agency**

Tokyo, Japan

*March 2021 – May 2023*

Languages: Japanese native, English fluent

Specializations: Financial documents, legal documentation, software localization

Directed the translation of high-volume, complex documents, ensuring accuracy and consistency across various projects and languages.

Collaborated closely with project managers to tailor translation strategies to client requirements, managing expectations and resolving issues efficiently.

Conducted in-depth quality assurance checks, proofreading, and editing to uphold top-tier standards and client specifications.

Enhanced project efficiency through effective use of translation tools and maintaining comprehensive project records.

### **Translation Intern**

Lingua Services

Tokyo, Japan

*January 2023 – Present*

Contributed to translation projects by translating and editing content in Japanese and English, supporting the team in meeting project deadlines and quality standards.

Gained hands-on experience with translation tools and processes, assisting in the management of translation memory and terminology databases.

Developed skills in client communication and project management, laying a solid foundation for a successful career in translation.

### **Education**

Bachelor of Arts in Translation Studies

Tokyo University

Tokyo, Japan

*Graduated: March 2012*

### **Relevant Coursework:**

Translation Theory and Application

Localization Techniques

Advanced Language and Communication Skills

### **Certifications**

Certified Translator – Japan Association of Translators (JAT)

2018

SDL Trados Certification – SDL Trados Academy

2020

MemoQ Certification – MemoQ Academy

2023

### **Skills**

Language Proficiency: Japanese (native), English (fluent), Spanish (intermediate)

Translation Tools: Expertise in SDL Trados, MemoQ, and other CAT tools

Specialized Knowledge: Proficient in legal terminology, medical jargon, and technical specifications

Project Management: Proven ability to manage multiple high-stakes projects simultaneously, ensuring timely and high-quality delivery

Client Relations: Exceptional skills in understanding client needs, maintaining effective communication, and fostering long-term partnerships

### **Professional Affiliations**

Member, American Translators Association (ATA)

2019 – Present

Member, Japan Association of Translators (JAT)

2022 – Present

### **References**

Available upon request.