

# Kaito Sato

kaitosato935@gmail.com

**Bulgarian,japanese, portuguese,German and chinese Translator  
and proofreading expert**

## Profile

Dedicated and proficient translator with a native fluency in Bulgarian,japanese,portuguese ,german and chinese advanced proficiency in English. Possessing 7 years of experience in translating various types of content across different industries. Highly skilled in accurately conveying the meaning and tone of the source language into the target language, while adhering to cultural nuances. Committed to delivering high-quality translations within tight deadlines.

## Experience

OCTOBER 2012-MAY 2015

### Sofita Translation Agency

During my tenure at Sofita Translation Agency, I contributed to a dynamic team environment, delivering precise translations across various industries. Working closely with skilled professionals, I ensured the accurate conversion of documents from English to Bulgarian and vice versa. My responsibilities encompassed translating legal contracts, marketing collateral, technical manuals, and website content while adhering to strict deadlines and client specifications. I actively engaged in quality control measures, meticulously reviewing and editing translations to maintain consistency and excellence. Communication with clients was paramount; I adeptly clarified project requirements, addressed inquiries, and provided regular updates on project progress. Noteworthy achievements include successfully localizing marketing materials for international clients, facilitating their entry into the Bulgarian market. Additionally, my dedication garnered positive feedback from both clients and colleagues. I seized opportunities for professional growth through participation in training sessions and industry events, ensuring my skills remained at the forefront of the translation field. Overall, my experience at Sofita Translation Agency honed my expertise and nurtured a commitment to delivering exceptional translation services.

APRIL 2001-MARCH 2010

### TransGlobe International Ltd.

At TransGlobe International Ltd., I served as a dedicated translator, contributing to the seamless delivery of high-quality translation services. Working within a dynamic team environment, I translated diverse documents ranging from legal contracts to technical manuals, ensuring linguistic accuracy and adherence to project guidelines. My role involved collaborating closely with project managers and clients to understand project requirements, provide updates, and deliver translations within established deadlines. I also participated in ongoing professional development opportunities to enhance my skills and stay abreast of industry best practices. My tenure at TransGlobe International Ltd. provided me with valuable experience in managing projects efficiently, maintaining attention to detail, and fostering strong client relationships within the translation industry.

## Skills

- Native fluency in Bulgarian, Japanese, Portuguese, German and Chinese, with a deep understanding of its grammar, syntax, and idiomatic expressions.
- Excellent communication skills, both written and verbal, facilitating effective collaboration with clients and colleagues.
- Strong attention to detail, ensuring the accuracy and consistency of translated content.
- Proficient in using translation software and tools to enhance productivity and maintain translation quality.
- Ability to work efficiently under pressure and manage multiple projects simultaneously.
- Cultural sensitivity and awareness, allowing for accurate adaptation of content to target audiences.
- **Advanced proficiency in English, enabling accurate translation from English to Bulgarian, Japanese, Portuguese, German and Chinese**

## Education

**JUNE 1989-1993**

**University of Library Studies and Information Technologies**

**MAY 1995-1997**

**University of Architecture, Civil Engineering and Geodesy**

## Activities

Literature • Environmental conservation • Art • Yoga • Skiing • Travel