William Taylor

Japanese–English Translator

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Address: 2-46-6 Nishirokugo, Ota-ku, Tokyo 144-0056, Japan
Birth date: 10/28/1977 | **Nationality:** USA
ProZ Profile | LinkedIn

Specialties

Investor relations, finance, accounting, business, legal, and tourism

- Annual reports, integrated reports, quarterly earnings releases, and various other IR and disclosure materials
- Equity and fixed-income research
- Contracts and legal documents
- General business documents
- Tourism-related materials
- MTPE (Machine Translation Post-Editing)

Qualifications

- JLPT (Japanese Language Proficiency Test) Level 1 (2004)
- BJT (Business Japanese Proficiency Test) J1+ (2006)
- JSDA Registered Representative (Shoken Gaimuin), 1st (2008)
- Official Business Skill Test in Bookkeeping (Nissho Boki Kentei) 3rd Grade (2008)
- Certified IR Planner, IR Planner Association of Japan (2009)

Computer Skills

Phrase, Trados, memoQ, Word, PowerPoint, Excel

Education

Kent State University, Kent, Ohio — April 2000 (graduation)
Bachelor's Degree, double major in Art History and Anthropology, minor in Japanese
Graduated summa cum laude as a member of the Honors College

- Completed: Temple University Japan Campus' Translation Skills Advanced Course
- Completed: The Tokyo Stock Exchange's Core Course (an introduction to the stock market and investing)
- Completed: Temple University Japan Campus' Management Fundamentals Certificate Program
- Completed: ILC International Language Centre Tokyo's Securities and Finance Translation Course

Work Experience

Freelance Translator | April 2009 – Present
Specializing mainly in investor relations and finance. Most of my work consists of annual reports, integrated reports, and quarterly earnings releases.

Toshiba Solutions, Financial Solutions Department | April 2008 – April 2009

- Translation and proofreading of business documents consisting of the following:
  - Specifications related to the Japanese financial system, Tokyo Stock Exchange, and program trading
  - Communications between Japanese staff and foreign clients (presentation materials, emails, etc.)
  - Technical specifications, project management plans
  - Communications between the Japan office and development teams in India (Bangalore) and Hong Kong
- Interpreting for meetings with foreign clients and for Japanese staff on business trips overseas
- Proofreading English documents prepared by other staff members
- Clients include some of Japan's top securities firms

Mitsue Links, Web Integration Company — Translator | July 2006 – March 2008

- Translation and proofreading of various business documents consisting of the following:
  - Corporate website
  - Contracts with clients
  - Marketing materials

  - Job advertisements
  - Technical documents and website requirement definitions
  - Communications between Japanese staff and foreign clients (presentation materials, emails, etc.)
- Interpreting for meetings with foreign clients and for Japanese staff on business trips overseas
- Proofreading English documents prepared by other staff members

English Instructor | June 2000 – May 2006

- Worked as an English instructor for Aeon, Geos, and a public elementary school (total teaching experience of approximately 4 years). It was a valuable experience for studying Japanese. I also traveled extensively throughout Asia during this period.