

## **Patti Miyano**

Freelance Translator and Editor  
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## **SKILLS AND EQUIPMENT**

**Languages** US English (native), Japanese

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

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

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

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

## **FREELANCE EXPERIENCE**

**Freelance Translator and Editor**, July 2003-present.

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

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

#### **Work Experience, Project Leader, New Model and Sales Planning Coordinator**

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| <ul style="list-style-type: none"> <li>❖ <b>Project Leader</b> <ul style="list-style-type: none"> <li>○ Was responsible for all facets of a new model car launch from the design phase through 3 months after mass-production startup</li> <li>○ Supervised 8+ individuals in interdepartmental project team</li> <li>○ Managed tooling build and scheduling</li> <li>○ Reported project progress to directors and top management</li> <li>○ Coordinated production of parts for customer shipments</li> </ul> </li> <li>❖ <b>New Models</b> <ul style="list-style-type: none"> <li>○ Solved problems</li> <li>○ Handled multiple tasks simultaneously in a fast-paced manufacturing environment</li> <li>○ Assured on-time new model deliveries, coordinated new model projects</li> <li>○ Met with customers to report progress of new model launches</li> <li>○ Investigated and reported capacity to customers</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>❖ <b>Sales Planning</b> <ul style="list-style-type: none"> <li>○ Created annual company sales plan and sales reports</li> <li>○ Maintained MRP sales forecast and customer price lists</li> </ul> </li> <li>❖ <b>Communication and Training</b> <ul style="list-style-type: none"> <li>○ Facilitated communication between Americans and Japanese in Tigerpoly and parent company</li> <li>○ Coordinated flow of information between Tigerpoly and parent company</li> <li>○ Trained members of Sales and R&amp;D departments</li> <li>○ Created interdepartmental flowcharts</li> </ul> </li> <li>❖ <b>Other</b> <ul style="list-style-type: none"> <li>○ Created and updated company website</li> <li>○ Streamlined and organized department filing system</li> <li>○ Taught a Japanese class to office staff on a volunteer basis</li> </ul> </li> </ul> |
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### **EDUCATION AND ORGANIZATIONS**

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

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

GPA: 3.85/4.0, Summa Cum Laude

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

**Professional Organizations** ProZ.com member