

Rolf Pelkey C.V. Japanese Translator Expert – Brooklyn, New York

Freelance Japanese-English Translator dba another Shore Translations

Freelance Japanese-English Translation

University of Minnesota-Twin Cities

Brooklyn, New York

I am currently seeking work as a Japanese-English translator. I have been fluent in Japanese since the 1980's (and lived in Japan for 8 years) but did not start my professional career as a translator until years after I came back to the United States. I have over 16 years of experience as a translator, mostly for Japanese automotive parts suppliers, and am familiar with a wide variety of the documents used in engineering, quality, management, and business development. I have also done both consecutive and simultaneous interpreting for meetings between Japanese and American members within all levels of the companies where I have previously worked.

I am hard-working, focused and yet flexible and have a strong sense of personal responsibility. I can work well with others as a team to attain common goals or undertake independent assignments in a strict deadline-sensitive environment. I am adept at multitasking and can handle several projects at once. I am known for my quick turnaround of translations, with a high level of attention to detail.

I welcome any inquiries regarding translation from Japanese to English. I offer very reasonable rates. If you think I may fit your short-term or long-term business needs, please do not hesitate to reach out.

Mission Statement:

Seeking employment, preferably near my home in New York City in a capacity where I can put my fluency in Japanese and excellent English grammar skills to good use.

Employment History:

2013-current Freelance contractor on various projects (Japanese document review, translation, etc.)

- At client in New Jersey (via **Manpower**): Japanese language document review (11 months)
- Used Ringtail for first-pass Japanese document review at rate averaging well over 80 documents per hour
- Redacted confidential business and personal information found in Japanese and English documents
- Celina Aluminum Precision Technology** (in Ohio): translating (at home/on site) and interpreting (on site)
- Honda Language Services**:
 - On-site interpreting and translation at various Honda plants in Ohio, Alabama, and Indiana
 - Freelance translation work from home on various projects related to Honda
- FTI Consulting** (in Manhattan): Japanese language document review (first pass) and analytics review
 - Used Ringtail for Anti-Bribery Anti-Corruption-related document review for global client
 - Worked closely with attorney preparing Memorandum for submission to client during final week
- Morningside Translations** (in Manhattan): Reviewed and edited translations of WIPO patent abstracts

2008-2013 Celina Aluminum Precision Technology, Inc. – Position: Coordinator [Translator/Interpreter]

- Interpreted for daily meetings and other special meetings (shareholder meetings, video conferences, etc.)
- Translation of financial, engineering, administrative, training documents, contracts, agreements, etc.
- Compiled and edited quarterly company newsletter (from May 2009 to June 2013)

2007-2008 Eakas Corporation –Position: (Bilingual) Supplier Quality Engineer / Quality Engineer

- Oversaw 100% inspection of components from Japan; negotiated with supplier re: defects
- Conducted quality audits of processes and generated corrective action requests in Japanese/English

2005- 2007 Sumitomo Electric Wiring Systems – Position: (Bilingual) Quality Engineer II

- Oversaw Mass Production/New Model customer quality issues for products delivered to customer
- Negotiated quality claims to reduce impact to a minimum and created trouble reports/sorting standards
- Served as Lead Quality Engineer for PFMEA, PQCT and other Quality documents for 2008-2009 models
- Conducted pre-mass production quality audits at production facilities in Mexico, Japan and China
- Translated engineering changes and other technical/business documents from Japanese to English

2001-2005 F&P America Mfg., Inc. – Position: Coordinator

- Main interpreter for all levels in company; translated a wide variety of documents
- Generated sales forecasts, business plans, and 3-year plans and many other presentation materials
- Gave weekly presentations re: quality and trained all associates on part function using materials I created
- Oversaw employee benefits programs for 500+ employees and successfully processed payroll
- Created informational booklet on Japanese customs and culture for employees going to Japan on business
- Community liaison for Japanese employees; assisted with schools, doctors/dentists, realtors, police, etc.

Employment History (Continued)

1999-2000 Carlson Marketing – Position: Senior Customer Support Representative

- Registered clients and created personalized documents for group incentive travel programs

1998-1999 Wells Fargo Bank, N.A. – Position: Balancer/Reconciler II

- Located and resolved discrepancies in batches of processed items and routed issues to appropriate staff
- Conducted search into bank routing numbers to verify existence of bank

1996-1998 Minne International – Position: Travel Service Agent/Office Co-Manager

- Started as part-time tour guide for Japanese travelers, but promoted to Office Manager based on skill set
- Assigned jobs to freelance agents and trained new agents
- Booked travel arrangements (flights, hotels, car rentals, etc.) for clients
- Managed payroll for company

1994-1996 Hutchinson Technologies, Inc. – Position: Production Associate

- Production line worker

1993-1994 Unemployed – Monastic experience and travel in Japan

1987-1993 Taught English in Japan (School information can be provided if interested)

Education:

University of Minnesota, Minneapolis, Minnesota

- B.A. in Japanese Language and Literature obtained in 1985

Skills:

- Native-level spoken and written Japanese, strong familiarity with Japanese culture (8-year resident of Japan)
- Simultaneous and consecutive interpreting of Japanese into English and vice versa
- Proficient in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint and Publisher)
- Superb multi-tasking and problem resolution skills in a deadline-sensitive environment
- Familiarity with Ringtail software for coding and redacting documents and conducting searches
- Familiarity with many legal concepts, such as due diligence, attorney-client privilege, etc.

Experience

-

Freelance Japanese-English Translator

Company Name Freelance Japanese-English Translation

Dates Employed Feb 2017 – Present

Employment Duration 9 mos

Location Brooklyn

Translations of documents from Japanese to English for Japanese businesses, mainly in the automotive sector. The types of documents vary, from contracts or business agreements, to specifications, meeting minutes for international conferences, reports on business decisions, reports on quality issues, e-mails, Process Quality Control Tables (PQCT), Process Failure and Effects Mode Analysis (PFMEA), etc.

Currently working from my home in Brooklyn.

-

Contractor on Japanese Language Document Review Project

Company Name Confidential (via Manpower)

Dates Employed Mar 2016 – Feb 2017

Employment Duration 1 yr

Location New Jersey

Reviewed documents in Japanese for terminology associated with litigation involving a pharmaceutical company. Coded documents for level of responsiveness, attorney-client privilege and more. Redacted documents for sensitive business information and personal data.

•



Foreign Language Document Reviewer

Company Name FTI Consulting

Dates Employed Jul 2015 – Sep 2015

Employment Duration 3 mos

Location Manhattan, NY

First level document review and analytics review of Japanese and English documents for an investigation into activities of a global company. Temporary position.

•



Translation Reviewer/Editor

Company Name Morningside Translations

Dates Employed Jun 2015 – Jul 2015

Employment Duration 2 mos

Location Manhattan, NY

Reviewed WIPO patent abstract translations of Japanese source text and corrected when necessary in this part-time position.

-

Freelance Translator

Company Name Celina Aluminum Precision Technology

Dates Employed 2013 – 2015

Employment Duration 2 yrs

Location Brooklyn, NY (work from home)

Freelance translation of documents from Japanese into English.

-

Translator/Interpreter

Company Name Honda Language Services

Dates Employed 2013 – 2015

Employment Duration 2 yrs

Location Various (Ohio, Alabama, Indiana)

-Simultaneous interpreting at various Honda manufacturing sites (Ohio, Alabama, Indiana).
-Translation of technical documents for Honda manufacturing sites (on site and remote)

-

Translator

Company Name Celina Aluminum Precision Technology

Dates Employed Jun 2008 – Jul 2013

Employment Duration 5 yrs 2 mos

- Interpreted (English-Japanese) for meetings at all levels in the company.
- Translated technical and contractual documents in a strict deadline-sensitive environment
- Used MS Publisher to write, compile, and edit quarterly company newsletter
- Coordinated and revamped company-wide Improvement Suggestion Program to improve efficiency
- Assisted inside training coordinator by creating written tests based on operation standards

•

Supplier Quality Engineer

Company Name Eakas Corporation

Dates Employed Oct 2007 – Apr 2008

Employment Duration 7 mos

- Oversaw 100% inspection of incoming chrome-plated components to strict quality standards
- Conducted quality audits of processes and generated Corrective Action Requests in Japanese/English

•

Quality Engineer II

Company Name Sumitomo Electric Wiring Systems

Dates Employed Oct 2005 – Sep 2007

Employment Duration 2 yrs

- Oversaw all Mass Production/New Model customer quality issues for products delivered to main Honda plant
- Negotiated quality claims to reduce impact to a minimum and created trouble reports/sorting standards
- Served as Lead Quality Engineer for PFMEA, PQCT and other Quality documents for 2008-2009 models

- Visited production facilities in Mexico, Japan and China to conduct production quality audits
- Translated engineering changes and other documents from Japanese to English

Education

-



University of Minnesota-Twin Cities

Degree Name Bachelor of Arts (B.A.)

Field Of Study Japanese Language and Literature

Dates attended or expected graduation 1980 – 1985

Focused on mastery of Japanese language by introducing myself to as many Japanese people on campus as I could to create opportunities to use Japanese. ("Practice makes perfect" is an old adage that remains true to this day.)