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| Name | Koichi Miyashiro |
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| Birth date | January 26, 1943 in Tokyo, Japan |
| Sex | Male |
| Education | BA, Indonesian Area Studies, Tokyo University for Foreign Studies, Tokyo Short courses at Trinity College of The University of Dublin for seven months (English study assignment sponsored by the Ministry of Foreign Affairs) |

My strengths

I began freelancing over twelve years ago (in 1992). After graduating from university, I spent most of my time as a diplomat and a businessman abroad, mainly in Indonesia and California, USA. During this time, I worked for the Japanese government (Ministry of Foreign Affairs) as well as several private companies and gained experience in various industries.

I believe that truly exceptional translation and interpreter services can only be offered if one has a good understanding of the issues discussed in the translation scripts or at the business meeting in addition to a good command of the foreign language. My services cover a wide range of areas from information technology and communications (software, networking, database, hardware, telephony, supply chains & ERP, etc.), businesses and economy (general economic trends, export and import, marketing, sales, corporate management, market analysis on stocks and funds, business agreements, etc.), machinery and equipment (machine tools, air-conditioning, automobiles, plant management, etc.) to international economics and politics. In all of these areas I have been considered a valuable translator, interpreter, and industry lecturer. I garnered this reputation through my sound understanding of the issues discussed in scripts and in meetings.

In addition, I have had numerous opportunities to carry out translation and interpreter responsibilities during actual diplomatic negotiations, business transactions, and management meetings. These experiences helped me to learn how to provide outstanding services while always taking into consideration the client position and viewpoint.

Professional Freelance Experience (as of Oct. 2004)

(The following table is an outline of the major jobs that I have recently undertaken.)

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| Major translation jobs in 2004 (over 10,000 words) | Aug.: Sieb & Meyer servo amplifier user manual (E to J) July: Huamei Ethernet Switch user manual (E to J) June: Cisco optical transport platform user manual (E to J) Feb-Aug. Honda Motor technical manuals (J to E) Jan.: Sales force training manual for IBM (E to J) Regular or repetitive translation jobs through the year (all E to J) <ul style="list-style-type: none">• IBM marketing materials (Monthly, Sept to date)• EE-Times Web articles (Monthly, Sept to date)• Usana presentation materials (Monthly, Sept to date)• Stock and fund market analysis reports for State Street, etc. (Weekly, Jan.-July)• InformationWeek articles for Nikkei BP (Biweekly, since last year)• Business performance presentation material for Molex, the second largest electronic, electric, and fiber optic interconnection products in the world. (Quarterly, Jan. to date) |
| Oct. 2004 | Assigned as a linguistic consultant for Language Quality Service Division of Bowne Global Solutions, Dublin |
| Sept. 2004 | Signed a consultancy agreement with Nextel Europe, the European arm of Nextel USA, to provide interpreter services regularly for business meetings with its prospective resellers in Japan |
| May 2004 | Contributed a twelve-page article on Localization Translation Guideline to <i>Tsuyaku-Honyaku Journal</i> , the only magazine specialized for the translation industry in Japan. |
| Feb. to Oct. 2004 | Provided EGIS, a France based business consultant company, with interpreter services regularly for business meetings with foreign clients based on a consultancy agreement |
| Feb. & May 2004 | Interpreter service for one of the major semiconductor manufacturers in Japan for its meeting with a US counterpart for five days in each month. |
| Feb. 2004 | Overall translation workflow review service for Japan Manual Center, one of the major translation agencies in Japan. |

Resume – Koichi Miyashiro

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| Major translation jobs in 2003 (over 10,000 words) | Nov.: SAP Infocube manual Oct.: Microsoft ISV Builder manual Sept.: Cisco WAN Manager Database Interface Guide Aug.: Cypress PsoC manual July: Optical Phased Array Technology for High-Speed Switching white paper June: Cisco Quidway S6506 Ethernet Switch manual April: CAD software Maya Learning manual March–November: Morgan Stanley weekly report April–Dec: biweekly InformationWeek articles for Nikkei BP |
| Nov. 2003 | Interpreter service for a deposition held at the US Embassy in Tokyo (four days) |
| Aug. 2003 | Interpreter service for Seiyu's meetings with its US partner (three days) |
| Feb. to Dec. 2003 | Provided Matsushita Electric Works Ltd. with interpreter services regularly for business meetings with foreign clients based on a consultant agreement |
| Jan. 2003 | Interpreter service in Tokyo for a US law firm representing a Japanese client in a lawsuit (one week) |
| Jan. 2003–present | Translation services provided for a dozen translation agencies in the USA, Belgium, UK, Singapore, Thailand, and Japan in the areas of economic analysis, stock market analysis, computing, machinery, sales, etc. |
| Nov. –Dec. 2002 | Prepared course materials for a translation agent planning to start a new translation school based on a consultant agreement. |
| Mar. 2001–Oct. 2002 | Consultant service for SunFlare, one of the largest translation agents in Japan. Established two advanced courses for IT translator education, prepared course materials, and gave class lectures. Engaged in meetings with US publishing firms to acquire approval to use parts of published books as course material. |
| 2001–2002 | Engaged in translations of user manuals and reference materials for Microsoft, Oracle, Sap, Compuware, and other software vendors of various sizes. |
| Feb. 2002 | Lectured as a guest speaker at new product presentation seminars held by Trados Japan. |
| Oct. 1998–Dec. 2001 | Organized a group for the on-site team translation of lengthy computer manuals on LAN using the Trados translation suite and provided regular translation services for several major localizers including L&H and Berlitz. |

- Oct. 2000 Interpreter service for an Indonesian mission assigned to a coal-mining technology study covering all mining stages (one month)
- April 1999–
Dec. 2000 Contributed articles to the *Tsuhon Journal* (the only monthly magazine specializing in translation and interpreter services) on how to improve one's translation skills.
- Jan. 1997–
Dec. 2000 Spoke at several lectures held by the Japan Translation Federation on how to improve one's translation skills and build computer-related knowledge.
- Mar. 1996–
July 1997 Based on a consultancy agreement with a Tokyo-based printed circuit board manufacturer, made business trips to various states in the USA to conduct market research and hold meetings with potential partners. Stayed in California for three months and established a local office for the client by carrying out all necessary legal and administrative procedures, leasing an office space, interviewing fifty applicants and hiring fifteen employees, training a sales force, and participating in a trade show in New York. This experience required a great deal of translation and interpretation.
- Oct. 1996 Started my own translator education course, which is still being used today.
- May 1995–
Sept. 1996 Lectured to two advanced courses at the ISS Translation School twice a week.
- April–Oct. 1994 Reviewed the translation skills of all internal and external translators for a medium-sized translation agency in Tokyo based on a consultancy agreement.
- Sept. 1993–
Sept. 1995 Acted as a Japanese representative for a Boston-based connector manufacturer/trader based on a consultancy agreement. Provided interpreter services during numerous business meetings between the client and customers including those during a business trip to the manufacturing plant in France. All reports and proposals were prepared in English.
- Jan. 1993–Dec.
1995 Lectured at the employee training sessions of various companies on how to learn the English required in each industrial area as a registered lecturer for the Japan Society for Technical Communication (a branch of the Ministry of Education, Science, and Technology).
- Sept. 1992 Returned from California and established the Miyashiro Translation Office to provide services as a freelance translator, interpreter, lecturer, and consultant.
- From the beginning, I wanted to be a comprehensive communicator and started providing not only translation service but also interpretation, consultation, and lecturer services.

Resume – Koichi Miyashiro

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| Major clients | <p>Localizer: Bowne Global Solutions (Dublin),</p> <p>Translation agencies: International Service (USA), Elanex (USA), New Global (USA), JTT (USA), Q Translation (Bangkok), Business Language Services (UK), dhaxley Translation (Belgium), JES Corp. (Japan), Portus (Japan), N.A.I. (Japan), Japan Manual Center (Japan), etc.</p> <p>Direct clients: Compuware Japan, Huthwaite Japan, AI Corporation, Brart Inc., NewsFront, etc.</p> <p>Consultancy: Nextel Europe (London), EGIS (Paris), Matsushita Electric Works (Japan)</p> |
| Languages | <ul style="list-style-type: none">- English – Japanese (both ways)- Indonesian – Japanese (both ways)- English – Indonesian (both ways) |
| Service Areas | <p>Computing including development environments, specialized as well as package applications, databases, networking, storage, and telephony—strong in supply-chain, ERP, and e-business areas as a result of my international business experience; machinery including automotive, machine tools, and HVAC&R; various agreements and contracts</p> |

Previous Jobs

- 1990–1992 Managed the sales department and manufacturing plant of Green Foods, Inc., in Torrance and Oxnard, California, as General Manager. The company manufactured health food from young barley leaves, marketed it in the USA and Canada, and exported it to European and Asian countries.
- 1988–1990 Established and worked as President of COMSUS, Inc., a translation agency, in Shibuya, Tokyo. The monthly revenue was over twenty million yen when I transferred the company.
- 1984–1988 Joined Chatani Co., Ltd., a midsized export-import company specializing in the machinery and car tire trade, opened its Los Angeles Office, and managed the office as Chief Representative.
- 1981–1983 Joined Alim Agung Co., Ltd. and established its steel processing center in Surabaya, Indonesia, the largest steel processor at the time, employing 700 workers. As Vice President, managed the import of raw materials, product sales in the local market, staff education and labor training, purchasing, manufacturing and sales planning, and negotiations with central and local governments.
- 1974–1981 Joined Hanwa Co., Ltd., is an export-import company in Japan specialized in the trade of steel products and machinery. It was the largest specialized trading company in Japan at the time. Started its Indonesian Office in Jakarta, Indonesia. As Chief Representative, managed the import of steel from Japan, local marketing, and the export of foods to Japan and European countries.
- 1966–1974 Joined the Ministry of Foreign Affairs:
- English study assignment in Dublin, Ireland (1968)
- Protocol officer and Third Secretary in charge of Politics in the Japanese Embassy in Indonesia (1970–1973)
- Attended the UN General Assembly in New York (1974)