Resume of

 Akiko Ebihara-Cleaver

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**Education**

* Computer Manual Translating Program, Babel Translating School 1998 – 2000
* Bachelor of Arts Degree, English, Atomi Gakuen Women’s University. 1984 – 1988
* Currently taking a Master of Translation course(Babel University of Translation [www.babel.edu/index\_e.html](http://www.babel.edu/index_e.html)) Paralegal and Legal Translation

## Employment History

**Freelance Interpreter**  2006-Present

* Dinner events at Nobu Restaurant in Atlantis the Palm, Dubai United Arab Emirates
* Trade shows and Exhibitions
* Engineer and Operator Training at Falcon Technology International(Ras Al Khaimah, United Arab Emirates)

**Freelance Translator (English/Japanese)** October2001 - Present

* Joint Venture Agreement
* Harley Davidson brochure
* BASF brochure
* Simitri Presentation(12,000w)
* Gucci Fall/Winter 2010 Collection(6,000w)
* Online Medical Survey Translation (6,000w)
* Panasonic Product Presentation(1,500w)
* MasterCard Moments website(300,000w)
* Nanyang Business School Brochure(2,500w)
* Transitions Lenses(1,500w)
* Devler Sears Website(ongoing)
* Nestle presentation(25,000w)
* Amex website
* TALK International Website(12,000w)
* Simitri Assertiveness and Confidence Workshop(13,000w)
* VEECO Agreement(5,000w)
* Gucci Spring/Summer 2010 Collection(6,000w)
* Party Town online game(10,000w)
* Poker Academy Japan(12,000w)
* Win Trilions Online Lot website
* Movie Synopsis(1,000w)
* MOXXOR Website
* Online Drug-Drugs.com website
* SSI Privacy Policy – 7000 words
* OANDA Asia Pacific Web site- 35,000 words
* Sanyo project
* 888.com website
* Panasonic
* Business Contracts/Agreements
* Simitri Presentation Workshop & Coaching Skill Workshop documents
* Sunrise Property
* VISA Card website
* Snap-On Instruction Manual
* Casino Articles(Baccarat, Black Jack, Keno, Roulette, Bingo, Caribbean Stud, Craps, Pai Gow, Slots, Video Poker) –2,256 words+26,574 words+10,971 words
* Ultimate Bet web site – 8,000 words+9,020 words
* Poker Rooms Review – 4,340 words
* Black Jack Trainer – 1,100 words
* Casino Toplist web site – 2,924 words
* Casino Top10 (Casino Las Vegas, Joyland, Skykings etc) – 16,347 words
* PoolSharks – 13,000 words
* CARL products
* Hong Kong Science Technology Park newsletter& articles
* Japanese Social Service Association
* Letter of Intent – 8300 words
* TSP web site
* Toyota products(Automotive)
* OwTalk web site
* Maris web site
* Tense Watch web site
* Singapore Food Festival Booklet – 5,000 words
* Singapore Airport Brochure(Changi Airport)- 5,000 words
* DHL web site
* OAG(Official Airline Guide) Newsletter
* Instruction Manual
* Singapore Tour Guide. ..….And more.

**Account Manager: Japanese Special Services, OCS Canada** May-December 2005

* Managed existing sales accounts of Japanese clients
* Maintained and developed relationships with new and existing clients
* Provided to head office monthly reports and budget forecasts

**Bilingual Assistant to General Manager: GE Edison Life,** January – June 2000, Tokyo, Japan

* Provided General Administrative Support to Risk Management Team.
* Translated documentation from Japanese to English, English to Japanese.

**Bilingual Secretary: Nalco Japan,** July 1998 – December 1999 Tokyo, Japan

* Provided General Secretarial support to Japanese Branch Manager.
* Received and Placed orders in English and Japanese.
* Maintained Computerized Inventory Records.

**Assistant to District Manager: Bridgestone Corporation,** 1997, Kuala Lumpur, Malaysia

* Provided General Secretarial support to District Manager.

**Interpreter JAC** **Malaysia,** 1997 Kuala Lumpur, Malaysia

* Interpreted from Japanese to English and English to Japanese at international trade shows and exhibitions.

**Japanese Teacher:** 1997-1998 Kuala Lumpur, Malaysia

* Taught Japanese to elementary and high school students

**Language School Manager: GEOS Language School** 1993-1996 Tokyo, Japan

* Responsible for all aspects of English Language School including: setting and implementing school budgets, managing Foreign and Japanese staff; leading student recruitment and renewal campaigns; and acting as liaison between Foreign staff and Japanese Head Office.

**Education Manager and Sales Manager: KAREN Corporation** 1988 – 1993**,** Tokyo, Japan

* Developed and implemented company training program for new employees.
* Provided feedback to new staff on initial performance.
* Responsible for team's activity including: setting target for all staff and monitoring them, achieving the goal.

**Computer Skills**

* Windows, Word, Excel, PowerPoint, Outlook