

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) 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 Trillions 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