Naomi Ojiro

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March 31, 2013

Staffing Solutions, LLC K-Counsel **®**

610 SW Broadway, Suite 500

Portland, OR 97205-3406

To whom it may concern,

I read the job posting on your website, and am very interested in the Japanese Translator/Reviewer position. This may I will be completing a Bachelor’s degree in International Studies from George Fox University and I am seeking a job opportunity for a translation position in the Portland area. I believe that I qualify for the position and will be able to benefit the company and customers through job performance.

I can offer my experience in translation both speaking and writing, strong work ethics, and strength in focusing on details. I have been involved in translation works in various settings since 2010 and the translation works are my passion. So far, I have done simultaneous interpretation monthly at Japanese International Baptist Church and disaster relief team translator in Ishinomaki, Japan. For writing translations, I have experience in film transcript and website translation. Based on the translation/interpretation skills that I have built, I can offer quality and accurate job performance. I do not have experience in legal documentation translations, but I will learn what would be new to me quickly. Additionally, having professional attitude for the given task has been my priority in every experience. When I took a lead for projects in the Associated Students of Portland Community College, my job was to insure all the details were properly taken care of and to dedicate extra time when needed.

I have noticed that the position status is currently offer-pending. If there will ever be a chance for the position to be opened, I would appreciate the opportunity to discuss the opening for the Japanese Translator/Reviewer position with Staffing Solutions LLC. Thank you very much for your time and consideration of my application. For your convenience I have enclosed my resume with my submission.

Sincerely,

Naomi Ojiro

**Naomi Ojiro**

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**OBJECTIVE**

*To obtain the position as a Japanese Translator/Reviewer where I can utilize my experience and skills to provide quality and accurate translation for documentation and speaking to contribute to the smooth legal process.*

**EDUCATION**

**George Fox University**, Newberg, OR May 2013

*­Bachelor of Art, International Studies*

* Cumulative GPA: 3.78
* Awarded $26,000 for academic achievement in 2011-2013 academic years, including Steinfeldt Peace Studies Scholarship, Charles F. Head Members Scholarship at George Fox University

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­**Portland Community College**, Portland, OR June 2011

*­Associate of Art, Oregon Transfer Degree*

* ­Cumulative GPA: 3.91
* Phi Theta Kappa Honor Society

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**LEADERSHIP ACTIVITIES/SERVICES**

* Working as a Senator at Associated Students of Portland Community College Sylvania Campus during 2010-2011 academic year
* Co-leading the international student ministry at Japanese International Baptist Church since October 2012

**TRANSLATION EXPERIENCE**

* **Japanese International Baptist Church,** Tigard, OR2010-present

*Japanese/English Translator*

* + Monthly Japanese translator for speaker's messages
  + Website translation
* **Serve for Others, Life with one Another (SOLA)**, Ishinomaki, Japan May 2012-July2012

*Volunteer Translator*

* tsunami and earthquake disaster relief
* Accompanied American youth ministry team of Global Expedition
* Took a lead for collaboration between local community, translators, and the youth ministry team leaders
* **Film Transcript**  January 2012
* 4th Pan Pacific Film Festival
* translated 30-minite short fictional animation film

**TECHNICAL SKILLS/STRENGTHS**

* Speaking native Japanese and business level English
* Proficient in Microsoft Word, PowerPoint, Excel, and Outlook
* Scored 960 points on TOEIC testing, October 2012

**REFERENCE**

Reference available upon request.