

MIHO TERAHATA



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Port Moody, BC V3H2Z8

PROFESSIONAL SUMMARY

Dedicated individual successfully facilitates communication between people of different cultures and backgrounds. Brings wealth of knowledge and experience to organizations requiring interpretation and translation services. Committed to providing quality service and results. Background includes working in stressful environments to perform document and verbal translation services. Excellent listening and communication skills with organized and systematic approach. Delivers high level of accuracy in Japanese to English translations. Understand English, Japanese, Chinese, and Russian.

SKILLS

- Correcting Errors
- Employee Timesheet Processing
- Calendar Management
- Localization Research
- Social media marketing
- UX design

EDUCATION

City University of Seattle

Vancouver, BC

Bachelor Of Business

Administration And Management:
Business

Sprott Shaw College

Surrey • 10/2022

Diploma: Business Administration
Management

University of Wisconsin

Madison, WI • 08/1980

Bachelor Of Science: Mathematics

CERTIFICATIONS

Mimic pro

Mimic social

Amadeus

Sabre

WEBSITES, PORTFOLIOS, PROFILES

- <https://www.pupperandpiggy.com>

WORK EXPERIENCE

Freelance-writers - Translator and Interpreter

Vancouver, BC • 04/2017 - Current

- Enhanced client satisfaction by delivering accurate translations and interpretations within tight deadlines.
- Streamlined communication between international business partners by providing precise interpretation services during meetings and conferences.
- Enabled smoother negotiations for clients with foreign counterparts by offering real-time interpretation support.
- Fostered better understanding of complex documents by translating technical manuals, legal contracts, and medical reports.
- Expanded client base through consistent delivery of high-quality translation and interpretation services.
- Supported global marketing efforts by translating promotional materials and product descriptions for various industries.
- Facilitated seamless communication during international events, such as conferences, seminars, and workshops, through on-site interpreting services.
- Contributed to the successful completion of cross-cultural projects by collaborating with diverse teams as a language expert.
- Received positive feedback from clients for exceptional attention to detail in translated documents and interpreted conversations.
- Assisted legal teams in navigating complex cases involving non-English speakers, providing accurate translation of testimonies and evidence materials.
- Improved cultural understanding among colleagues by providing language training sessions and workshops on foreign customs and practices.
- Enabled effective communication between doctors and patients with limited English proficiency by interpreting medical appointments accurately.

Ito Bussan - Translator and Interpreter

Nagoya, Japan • 04/1999 - 03/2017

- Applied cultural understanding to discern specific meanings beyond literal written words.
- Provided verbal summaries of non-English documents for immediate use.
- Replicated flow, style, and overall meaning of original texts.
- Supported operations by translating key departmental documents and internal communications.
- Provided verbal summaries of non-English documents to diverse audiences.
- Translated business websites to support international expansions.

JTB - Tour Coordinator

Tokyo, Japan • 05/1981 - 03/1999

- Arranged travel accommodations for groups, couples, executives, and special needs clients.
- Generated reports on travel trends and customer feedback to inform business goals.
- Followed up with customers to increase customer service with travel plans.
- Supervised payments via credit and debit cards and handled sensitive information with professionalism and discretion.
- Accompanied V.I.P. clients to attend international conventions.

LANGUAGES

English



Native or Bilingual

Japanese



Native or Bilingual

Chinese (Mandarin)



Professional Working

Russian



Elementary