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Xianglan Jin

QUALIFICATIONS

Japanese: JLTP Level 1 Certified (Japanese Language Proficiency Test)	2004-2012
English: TOEIC Score 555/990 Certified	2011-2012
Korean: Native Speaker	
Chinese: Native Speaker	

EDUCATION

Sophia University, Tokyo, Japan	2006-2010
Graduated with Bachelor of Arts in Journalism	
Lewis-Clark State College Language Program, Idaho, USA	Summer 2008
Musashino Institute of Foreign Languages, Tokyo, Japan	Spring 2006
Tokyo West International Education Academy, Tokyo, Japan	Fall 2002
Language Exchange International, Florida	2013/11-2014/4

WORK EXPERIENCE

Installation Coordinator (Oracle software Systems Co., Ltd.)	2012/6-present
● Support(Mainland ,HK,TW,JP,KR)customer.	
Technical Manual Writer and Checker (Fuji Xerox Corp.)	2011/2-2011/9
<i>Fuji Xerox Corp. Yokohama, Japan</i>	
● Translated technical manuals for industrial copy machines	
● Proof-read various Taiwanese, Chinese, Korean, and English documents	
● Provided clients with real-time translation services	
Market Research and Development	2010/4-2010/12
<i>Fourth Valley Concierge Corp. Tokyo, Japan</i>	
● Under JTB Travel Agency Corp. researched foreign customer market in Tokyo	
● Under SONY Corp. Tested prototype translation machines	
● Edited and Updated Shopping website	
● Published in Taiwan for Events and Advertising	
Interpreting (Between Chinese, Japanese, Korean, and English)	2008-2010
<i>Fourth Valley Concierge Corp. Tokyo, Japan</i>	
● Provided customer support in translating between 4 languages	
● Worked in the travel service call center translating for customers abroad	
● Under university exchange program taught Japanese to study-abroad students	
<i>Prince Hotel Tokyo, Japan</i>	
● At Prince Hotel interpreted for guests and staff, manned front desk, translated at events	
Document Translation (Japanese-Chinese, Japanese-Korean)	2008-2009
<i>Sophia University Tokyo, Japan</i>	
● Helped Sophia University translate a guidebook for foreign students	
● Translated dentistry machinery operator manual	
● Translated website for Unicon Products, Inc.	
Part Time Language Teacher	2008-2010
<i>Tokyo, Japan</i>	
● Taught Chinese to Japanese students at Sophia University	
● Taught Chinese to Japanese students on the weekends	
Educational Exchange	Summer 2008
<i>Greene Elementary, Minneapolis, Minnesota</i>	
● Worked with children from different backgrounds including non-native English speakers	