

Stephanie Michiko Box
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Synopsis of Skills

Education in Chemical Engineering and Chemistry
Near-native fluency in Japanese
Knowledge of Spanish (intermediate), and Italian (novice)
Four years work experience after receiving Master's of Science
International work experience, including two years of work in the UK and extensive work with Japanese and UK companies
Project management experience
Literature research and technical writing experience, including more than twelve years of experience as a freelance technical translator and editor
University-level teaching experience
Excellent organizational and communication skills, Excellent computer skills

Education

University of Oxford, Oxford, United Kingdom
Centre for Linguistics, Philology and Phonetics
Master's of Philosophy in General Linguistics, July 2007

University of Washington, Seattle, Washington
Technical Japanese Program (Graduate School, College of Engineering)
Master's of Science in Chemical Engineering and Technical Japanese, June 2001

University of Washington, Seattle, Washington
Bachelor of Arts in Chemistry, August 1998
Bachelor of Arts in Japanese, August 1998

Keio University, Tokyo, Japan
One-year scholarship from the Japanese Ministry of Education (Monbusho), September 1994 – July 1995

Work History

Contract Linguist
ThinkScience
October 2006 - present
Translation of medical/pharmaceutical documentation (Japanese-English)

Contract Linguist
Worldwide Hello
February 2006 - present
Translation of technical patents (Japanese-English)

Instructor
University of Washington, UW Extension
January 2005 – March 2005
Instructor for course TRAN N300A, Translating Business/Commercial Documents (Japanese-English)

Contract Linguist/Editor
Transperfect Translations, Inc., New York
August 2004 - present
Translation of business and insurance-related documentation (Japanese-English); translation of technical patents (including chemical, pharmaceutical and mechanical engineering topics), translation of clinical trial documentation
Editing of translations (Japanese-English)

Contract Linguist
Alex Wang Translation, Minnesota
July 2004 - present
Translation of patents (Japanese-English), Translation of educational transcripts

Contract Linguist
Kurt Hammonds Translation Services, Tokyo, Japan

Translation of two feminism/philosophy documents (Japanese-English)

Contract Editor

Choice Translating & Interpreting, Inc.

April 2004

Technical editing of the English translations of two Japanese patents concerning synthetic fabric manufacturing processes

Technology Transfer and Change Control Manager

Microgen Energy Limited (wholly owned subsidiary of BG Group plc), Peterborough, United Kingdom

May 2003 – April 2004

Main responsibilities included:

Overseeing technology transfer of Stirling engine technology with up to 5 international companies at any given time;

Managing the relationship with two Japanese development partners;

Maintaining all historical documentation relating to technology transfer with all partners and long-term contractors;

Managing Change Control over four development work streams and three continents;

Editing and managing all technical process documentation relating to the Stirling engine and the boiler;

Creation of technical documentation for process management (i.e. writing procedures for Inventory Management, Procurement and Change Control, creating flowcharts);

Translation (Japanese-English and English-Japanese) of engineering documentation and drawings, test reports and specifications;

Interpretation (Japanese-English and English-Japanese) during commercial and technical meetings.

Research Engineer

Energy International, Inc., Bellevue, Washington

August 2001 – May 2003

Main project with BG Group plc

Main responsibilities included:

Co-ordination of planning activities between UK and Japanese project groups;

Directing, collating and recording technology transfer to the Japanese project group;

Technical feasibility studies for new markets;

Creation of technical reports for clients;

Translation of technical documents and plans;

Mediating of technical meetings;

Creating asset record system;

Liaison for all Japanese clients, including Osaka Gas, Tokyo Gas and Kansai Research Institute

Research topics include Fuel Cells, Stirling engines, Internal Combustion engines, Gas Turbines and hydrocarbons.

Office/Laboratory Assistant (Work-Study)

Civil and Environmental Engineering Department, University of Washington

September 1999 – August 2001

Lab duties include preparing hazardous waste for disposal, and organizing chemical inventories

Intern (Graduate Studies)

Environmental Group, Water Quality Team, Sumika Chemical Analysis Services, Ehime Prefecture, Japan

June 2000 – December 2000

Performed environmental analysis of water and soil samples for Organophosphate pesticides

Researched analysis method for alkyl-mercuric compounds in water samples

Devised analysis method for recovered methanol from plastics manufacturing process

Contract Linguist

Internet Language Company, Seattle, Washington

Project Manager for translation (Japanese-English) of business and engineering documents related to a patent-infringement lawsuit; Translation of mechanical specifications, patents and contracts

AD Vision Inc., Houston, Texas

Translation of animated cartoons, computer game programming files and documentation