

Mari P. Ward

English Writing & Japanese-English Translation

CONTACT INFORMATION

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EDUCATION

Purdue University, West Lafayette, IN 47907 USA

Bachelor of Science in Agricultural Engineering (Food Process Engineering), May 1991
Additional Fields of Study: Biochemical Engineering, Japanese

Indiana University, Bloomington, IN 47405 USA

East Asian Summer Language Institute: Intensive Course in Japanese, 1990

WORK EXPERIENCE

May 2000–Present

Freelance translator/technical writer/proofreader

Jan. 1993–May 2000

In-house translator/technical writer/proofreader at Crestec, Inc. (Hamamatsu, Japan)

• Types of Work:

- Translating technical documents from Japanese into English
- Writing and proofreading technical and commercial documents in English
- Software localization
- DTP (document design and layout)

• Types of Documents:

- Owner's and service manuals
- Specifications
- On-line help and manuals
- Web sites
- Articles and commercial documents

• Fields of Expertise:

- Office equipment and home appliances (copiers, label-makers, and sewing machines)
- Computer hard- and software (printers, electronic dictionaries, word processors, and layout programs)
- Industrial equipment (semi-conductors, air conditioners, optical instruments, and robots)
- Home audio equipment and musical instruments
- Automotive (motorcycles, boats, and other leisure vehicles)
- Advertisements and research reports

COMPUTER EXPERIENCE

- **Software:** Adobe FrameMaker, PageMaker, Photoshop, Illustrator, Acrobat, PageMill; Microsoft Word, Excel, PowerPoint; FileMaker Pro; Quark Express; Trados
- **Platforms:** Mac OS 9.2 & X, Windows XP (English) & 2000 (Japanese)
- **Hardware:** Scanners, printers, analog and ISDN modems, CD-RW, Ethernet