

Kei Otani

Japanese Translator / Interpreter (JLPT N1 Holder)

Address Makati Executive Tower 3
Makati City, 1200 Philippines

LinkedIn
<https://www.linkedin.com/in/kei-otani-7548706a/>

Phone +63 9151161706

E-mail keiotaniwork99@gmail.com

Date of birth 1993-03-08

Working full time since 2011. Started freelancing alongside full-time work since 2017. All of my work experiences will involve the usage of both the Japanese and English language. Has experience in the following industries: Online Casino and Sports Betting, Real Estate, BPO/ Call Center, IT. Main duties consist of Customer Service, Administrative tasks, Regular reporting, Market analysis, Assistance and regular monitoring of team members (as Team Leader), Translation, Proofreading, and Interpretation. Asides from these, I also have various experiences as a freelance Interpreter/ Translator.

Experience

2011-10 - 2013-04 **Customer Service/ Marketing Associate**

Sports Bookie Online Inc.

- Japanese translations of legal documents (Japanese to English or vice versa)
- Translation of website
- Managing design staff
- Marketing research and analysis (mainly on Japanese Market)
- Other miscellaneous task assigned by Marketing superiors (such as accompanying them when meeting partners)

2013-06 - 2016-04 **Technical Support/ Team Leader**

Teletech Inc. (Logitech Japan)

Working as Bilingual (Japanese) Technical Support and eventually a Team Leader for Hardware maker Logitech.

- Handle Calls and Emails from Customers residing in Japan
- Maintain a good and harmonious working environment for team members
- Set targets and achieve those in line with the client's requests
- Monitor team on a regular basis
- Sending reports to the upper management, or clients on a regular basis or on a set deadline

2016-05 - 2018-05 Japanese Bilingual Support

William Hill Group Inc.

- Answering queries from Japan, via email and chat
- Translation of website
- Composing of Japanese standard templates
- Outbound calls for VIP clients
- Assisting non-native team mates
- Periodically create reports to immediate superiors

2018-06 - 2019-01 Japanese Trainer/ Sales Support

Century Properties Group Inc.

- Translation of documents
- Translation of Marketing materials (flyers, videos, PPT presentations, etc.)
- Interpreter for Non English speaking Japanese Clients
- Training of newly hires (Filipino Sales employees)
- Reporting, market analysis
- Communication between HQ and Sales, arranging of events, event support
- Any other tasks assigned to me that is related to my expertise

2019-05 - Present Japanese Bilingual Level 1 IT Support

Asurion LLC.

- First level support for IT issues within the company
- Constant communication with Japan HQ
- Creation and/or editing of process manuals (aka Runbooks)
- Handling IT related issues reports globally (not limited to Japan) thru email and phone
- Any other tasks assigned to me that is related to my expertise

Tools used (but not limited to)

- Kibana • ServiceNow • VMWare admin • Foglight • JIRA • Microsoft Office • Citrix

2017-02 - Present Freelance Interpreter/ Translator

Lexcode Inc. and S.A.V.E. Inc.

- MUFG Security Bank Philippines Business Matching

Shang-rila Makati, Philippines

<https://www.securitybank.com/news/security-bank-mufg-hold-philippine-japanese-business-matching/>

- Meetings and interviews for ARRK Design at Ortigas, Pasig
- CAAP (Civil Aviation Authority of the Philippines) employees training (NEC + CAAP)
- Ramen Nagi Owners meeting with Philippine counterpart owners
- Japanese Client presentations and meetings for Real Estate companies such as, Century Properties, Ayala Land, and Federaland.

- Okada Manila Executive office, includes Board of Directors (including people such as Tony Boy Cojuangco) meetings, meeting of external affairs, etc.

Education

2001-06 2007-03 **Immaculate Heart of Mary college**

Elementary and High School

2007-04 2011-03 **Asahikawa Ryukoku Senior High School**

Started School in Japan with 0 knowledge on the Japanese Language, I managed to end my Senior High being the top in my course. I was regularly number one out of 130 students starting from my 2nd year. I also took special courses while being a scholar student. Special courses were on Typing speed, Microsoft Office Usage Proficiency, Toeic, and English Proficiency Test, all took in Japan. These all have certifications.

Skills

Microsoft Office



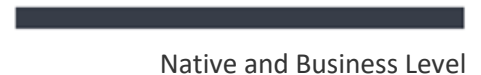
Japanese Language - Speaking



Japanese Language - Reading and Writing



English and Tagalog



Others

Anime translation

Video Links :

<https://www.youtube.com/watch?v=Jtd7V0KxJqo>

<https://www.youtube.com/watch?v=C7ahj-dyf2E>

https://www.youtube.com/watch?v=e5k_oWubSrc

Typing Speed (score from typingtest.com)

TypingTest.com

Typing Test

Typing Practice

Typing Games Zone

TypeTastic for Schools

Test for Recruiters

ESADE Business School RAMON LLULL UNIVERSITY

MSc in Marketing Management

MORE INFO

Here are your test scores!

Typing Speed	Errors	Adjusted Speed
75 WPM	1 mistyped words	74 WPM
375 chars in 1:00 min.	Accuracy 98%	1 errors deducted

Your Adjusted Typing Speed is **Fast**

74

Slow Average Fluent Fast Pro

10 20 30 40 50 60 70 80 90

Average typist: 36 WPM *Average touch typist: 58 WPM

Retake Test Play Typing Game

Double Your Speed

Check out our [Typing Trainer Keyboarding Course](#) and learn how to double your typing speed.

Train

Fields of interest

- Anime
- Gaming
- Food
- Sports
- Music
- Japan
- Philippines
- Computer Science
- Business
- Stock trading
- Real Estate
- Fashion
- Art
- Health and Healthy eating