

Timothy J. Young

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OBJECTIVE

To utilize my skills writing in English, checking others' English writing, and typesetting.

WORK EXPERIENCE

Freelance Proofreader

Brainwoods Corporation, Ltd., Tokyo, July 2021 - present, proofreading English translations of various business documents, including marketing, presentations, manuals, and legal documents.

TranNet, Tokyo, November 2018 - present, final proofread of more than 20 translated books going to press, as well as articles of varying lengths and topics

Metropolis magazine, Tokyo, January 2015 - March 2018, Proofread PDFs of monthly magazine before going to press.

Custom Media K.K., Tokyo, September 2016 for large web site project.

Rewriter, October 2014 - March 2015

Nihon Shoko (NSK), Fujisawa (via TempStaff)

Checked and sometimes rewrote research papers, catalogs, etc. regarding bearings and other machine parts, translated into English by Japanese engineers.

English teacher, April 1989 - present

Have taught many individual and group lessons, including checking homework, assisting students with English composition for their jobs, correcting English PowerPoint slides, etc. Currently teaching private lessons online and teaching English in junior and senior high schools. I have often had to help students write speeches, which frequently entailed translating what they want to say into English.

Marketing & Communications Office, Sept 1992 - May 1999; January 2002 - December 2013

University of Maryland University College Asia, Yokota AB, Tokyo, Japan

Extensively used Adobe InDesign to make course catalog, calendars, print advertising, brochures. Also wrote or edited publications and Web site content. Some usage of PowerPoint, Illustrator, and Photoshop. Served as Marketing & Communications Coordinator August 2002-December 2013.

Web Site Content Manager, May - December 2001

Nippon Digital Communications, Tokyo, Japan

Maintained database, distributed press releases. Wrote stories based on press releases for Web site.

Communications Manager/Editor, May 1999 - April 2001

Tokyo American Club

Edited magazine, including proofreading submitted articles. Wrote/edited content for Web site. Oversaw four staff in Communications Office. Used Adobe PageMaker, Photoshop, and Illustrator.

EDUCATION

BA English 1987 Augustana College, Rock Island, IL

Japanese: speaking and reading at an advanced level.

PUBLICATIONS

Machigai! Mainichi Weekly column, April 2003 - December 2020

日本人のエイゴ言い間違い! (アルク)、May 2005

その英語、通じません! (大和書房)、May 2006

"I Can't Eat Natto" (self-published, self-designed in Adobe InDesign), summer 2015

Articles in *ACCJ Journal*, *Stars & Stripes*, *Tokyo Classified*, *Eye-Ai*, and more

ACTIVITIES

Interested in U.S. politics, comics creation, American football, music. Podcaster since 2005.