



Olivia Plowman

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Profile

As an MA candidate at the Middlebury Institute of International Studies, I strive to master Creative Cloud applications, CAT tools such as Trados, and management skills related to translation and localization practices. My language of focus is Japanese, and I've lived a total of two years abroad in central Japan, both studying and working.

Skills

- Adaptable, motivated, and eager to learn and lead
- Fluency in advanced Japanese
- Excel, Word, and other Office Suite programs
- Adobe Creative Cloud applications
- Trados, MemoQ, and Memsource
- Certificate in Translation and Interpreting Studies

Education

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| MIDDLEBURY INSTITUTE OF INTERNATIONAL STUDIES | 2022 |
| Candidate for MA in Translation and Localization Management | |
| • Localization track, Japanese focus | |
| U. OF MASSACHUSETTS AMHERST | 2018 |
| BA in Japanese Language and Literature, minor in Linguistics | |
| • Studied abroad at Nanzan University in Nagoya, Japan (2016-2017) | |
| • Cum Laude, General Studies Honors, 3.8 GPA | |

Work Experience

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| ACCOUNTS PAYABLE CLERK, RH Foster, Hampden, ME, USA | FEB~AUG 2020 |
| • Utilized Excel to file and organize and reconcile payments. | |
| • Organized checks and documented incoming payments and invoices. | |
| ASSISTANT LANGUAGE TEACHER, Toki City Board of Education, Gifu, Japan | AUG 2018~JUL 2019 |
| • Translated Japanese language student materials for English-speaking parents. | |
| • Instructed elementary and JHS students in English and Japanese. | |
| • Advised English as a Foreign Language teachers in both English and Japanese for instruction in the classroom. | |

