

# MIKU TATEYAMA

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## SUMMARY

Aspiring literary translator and analogue photographer with a background in creative writing, cross-cultural studies and legal translation. Highly motivated to work with projects that reveals the textures of life in different contexts.

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## EDUCATION

### **Bachelor of Arts in Creative Writing and Criticism**

School of Culture, Media and Society, Waseda University

April 2017 – March 2021

- Majored in creative writing, journalism and modern literature with a focus on literary translation theory and practice under the guidance of Prof. Miho Matsunaga and Prof. Masatsugu Ono, culminating in the translation of a novel *Home Fire* by Kamila Shamsie as a graduation project

### **Exchange Programme**

Department of Politology, Faculty of Arts, Charles University in Prague

September 2018 – June 2019

- Two semesters abroad in Czech Republic, where I studied literature and journalism in relation to the sociopolitical context of Central Europe, exploring how political and cultural shifts influence storytelling and media discourse

### **Yokohama Senior High School of International Studies**

April 2014 – March 2017

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## AWARDS

### **Winner of the E-J Division of the 18th Annual Contest for New and Aspiring Translators**

Japan Association of Translators

February 2022

- Recognised for translating a STEM-focused article, demonstrating the ability to handle technical terminology and produce accessible content for diverse audiences
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## WORK EXPERIENCE

### **Freelance Translator**

February 2022 – Present

- Provide English-Japanese translation and editing services across legal, corporate, technical, educational, and personal materials for businesses and individual clients
- Deliver publication-ready translations tailored to purpose and audience, maintaining strict confidentiality and deadline discipline

### **Bilingual Secretary**

TMI Associates London LLP, London

February 2025 – December 2025

- Provided comprehensive bilingual administrative support to five solicitors, including translation and editing of legal correspondence, newsletters and marketing materials between English and Japanese
- Managed invoicing, accounting and office operations, liaising with Tokyo headquarters, partner law firms and external service providers to ensure smooth cross-border coordination
- Oversaw scheduling, documentation and other clerical tasks, serving as the sole administrative contact in the office

### **Legal Translator**

Mori Hamada & Matsumoto, Tokyo

April 2021 – December 2024

- Translated a wide range of legal, financial and corporate documents, including contracts, opinion letters, regulatory reports, press releases and prospectuses, between English and Japanese
- Conducted in-depth terminology research to ensure accuracy and compliance with legal and market standards, supporting seamless communication between Japanese and international stakeholders
- Collaborated with colleagues on high-volume projects to maintain consistency and quality under tight deadlines, while liaising effectively with lawyers and paralegals for clarification and alignment

### **Research & Advocacy Intern**

Japan Association for Refugees, Tokyo

November 2019 – February 2021

- Translated and summarised policy papers, research reports and government materials on refugee and migration issues
- Carried out research on refugee recognition systems and migration policies, contributing to advocacy publications
- Supported senior team members by preparing briefing materials and serving as a minute-taker in meetings with members of parliament

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## **LANGUAGES**

- Japanese (native)
- English (fluent)
- German (basic)
- Czech (basic)

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## **SKILLS**

- JA<>EN translation (literary, legal, technical)
- Research & terminology management
- Editing and proofreading
- CAT tools (Trados, MemoQ, OmegaT and Phrase)