

# NINA STEIN

---

3629 Oriole Way 89103 Las Vegas, Nevada | +1 (702) 490-1059 | [akinbees@gmail.com](mailto:akinbees@gmail.com) | [nina-stein.com](http://nina-stein.com)

## OBJECTIVE

Recent college graduate seeking employment in the Japanese translation industry to gain more experience and learn about the Japanese workforce.

## EDUCATION

### University of Nevada Las Vegas

- Major: B.A. Interdisciplinary Asian Studies (2015-2019)
- GPA: 3.8 Cum Laude

### Nagasaki University of Foreign Studies, Togitsu, Japan

- USAC Study Abroad Yearlong Program
- September 2017-August 2018
- GPA: 4.0

## EXPERIENCE

### Menu Translator | Upwork | September 2018-Present

- Translate Japanese menus into English for restaurants and for UberEats services.
- Communicate with a team of translators to deliver the best translations.
- Research foods of different regions and determine best interpretation into English.
- Proofread translations to make sure translations were correct and sounded natural.

### Associate | South Wind Financial | June 2015-August 2017

- Answered phone calls to give assistance or to plan in-office meetings.
- Filed and organized documents.
- Checked translations of technical terms and terminology to ensure that they were accurate and remained consistent throughout translation revisions.
- Read written materials, such as business documents, reports, or certificates, and rewrote the material into specified languages.

## SKILLS & ABILITIES

- Experience in business, open source, and personal documents.
- Proficient in HTML and CSS coding languages for website design.
- Understanding of food sanitation and management. ServSafe.
- Applies language skills such as grammar, syntax, semantics, style, and appropriate terminology.
- JLPT (Japanese Language Proficiency Test) N3 certification.
- 4 years of experience in both technical and creative translation, as well as translation proofreading.
- Provides high-quality Japanese to English translations in topics ranging from business presentations to casual conversations.

## REFERENCES

### *Professional*

Supratman Hidayat | Branch Manager at South Wind Financial  
dayat@trophyfinanciallv.com  
2980 S. Rainbow BLVD #100  
Las Vegas, Nevada 89146  
+1 (702) 526-6343

### *Academic*

Mark Padoongpatt | UNLV Asian Studies Department Head  
mark.padoongpatt@unlv.edu  
4505 S. Maryland Pkway (UNLV) CBC-B 421  
Las Vegas, Nevada 89154  
+1 (702) 895-0847

### *Personal*

Eileen Croce | American Express Marketing Agent  
emcroce@aol.com  
205 Brookside Court  
Copiague, New York 11726  
+1 (718) 216-9943