

Syahirah Margaret Wiropuspito

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Hardworking and enthusiastic translator and interpreter with experience serving clients from a diverse range of countries and cultures. Has an excellent command of both Japanese and English, and a track record of impeccable translating, as well as proofreading and editing translated materials. Adept in accurately assessing the context of material, and translating it in an understandable and appropriate way.

EMPLOYMENT HISTORY

Coordinator of International Relations, Niseko Town Hall, Hokkaido, Japan

AUG 2022 - 2024

- Translated 50+ documents over two years from Japanese into English in multiple fields including as a main contributor to the Japanese to English translation of Niseko Town Accommodation Tax Ordinance 2024 and related documents.
- Interpreted daily for local residents to support their living and welfare, including for the Tourism and Commerce, Health and Welfare, Tax Divisions, etc.
- Assisted in hosting official guests and interpreting at events for overseas visitors or local foreign residents in Niseko Town.
- Planned and hosted 10+ intercultural events over two years to facilitate cultural exchange between local residents of different nationalities and increase cross-cultural awareness and understanding.
- Planned and instructed a two month intensive Japanese language class aimed at beginner learners of diverse nationalities and age range.
- Participated in exchange activities related to local residents' cross-cultural awareness and understanding (e.g. school visits, etc.).

VOLUNTEER

Monash University MSA Language Drop-In Facilitator (Japanese)

JULY 2020 - OCTOBER 2021

- Instructed weekly Japanese language classes for beginner learners of Japanese over three semesters.
- Prepared and compiled instructing materials for classes, such as presentations for online classes, worksheets, etc.).

EDUCATION

Bachelor of Arts, Monash University

2018 - 2021

Major: Japanese Studies, Global Asia

Graduate Certificate of International Relations, Monash University

2024 - CURRENT

SKILLS

Customer Service Skills, Resourceful, Excellent Communication skills, Efficient Time Management, Bilingual (English/Japanese)

EXTRA INFORMATION

- Holds N1 Certification of the Japanese Language Proficiency Test (JLPT)
- Australian Citizen with full working rights
- Willing to undergo National Police check and other integrity and security measures
- Holds current Working with Childrens Check

REFERENCES

Available upon request