

personal details

Jenny Harry

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Symbios Communications

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skills

Extensive international medical publishing, communications and pharmaceutical marketing experience in a number of areas:

- Migraine
- Endocrinology
- Clinical papers
- Laser surgery
- Ultrasound imaging
- Stroke, CV disease
- Pharma marketing training
- Anti-infectives
- Epilepsy
- Urology
- Bladder cancer
- Pharmacy practice
- Good clinical practice training
- Medical English training

Fluent in written/spoken Japanese through 9 years in Japan to study and work. Accomplished Japanese to English translator, with the following areas of translation specialization:

- Medical, pharmaceutical, clinical, biotechnology, bioscience texts
- Sales, marketing, PR, advertising
- General business texts, annual reports
- Internet, ecommerce, ebusiness

Other skills:

- Excellent interpersonal skills
- Good planner/organizer and problem-solving skills
- Excellent oral, written communication skills
- High attention to detail

services

Translation services:

- Japanese to English translation
- Translation quality assurance (E-J and J-E)

Editorial services:

- Medical writing
- STM copy editing, proofing

Coordination services (on- or off-site):

- Project management
- Account management

education and professional association memberships

Education:

- BSc Hons (2.1) Genetics, Nottingham University, UK, 1987
- 1st level Japanese National Proficiency Test, 1992
- Awaiting results of NAATI Translator Accreditation, J-E, 2000

Professional Association Memberships:

- Japan Association of Translators
- Japan Translation Federation
- Australian Institute of Interpreters and Translators Incorp.
- Society of Writers, Editors and Translators (Japan)
- Australian Medical Writers Association

computer skills

Latest equipment, allowing:

- file transfer by internet (ftp, e-mail)
- on-line proofing of output
- CD-ROM, ZIP or floppy disk output
- 3 PCs connected by high speed LAN
- high speed cable internet
- flatbed, 35mm scanners
- laser and inkjet printers to photo quality standard
- OCR
- CD writer

Software:

- Microsoft Office 2000 Professional, Project 2000
- Adobe Acrobat Exchange 4.0, Illustrator 8.0, Photoshop 5.5, PageMill 3.0, Pagemaker 6.5
- Macromedia Dreamweaver 3 with Fireworks 3 Studio

work experience

field	employment	role
Research	Research Staff British Petroleum Ltd London, 1983-1984; 1985; 1986	<ul style="list-style-type: none"> — laboratory research into physical chemistry of tar sands — results compilation, analysis — report writing and presentation
Translating	Biotechnology/Medical Editor Comline Inc. Tokyo, 1990-1991	<ul style="list-style-type: none"> — translation from Japanese to English of daily articles for news database — translation quality assurance — article rewriting
Medical Publishing	Managing Copy Editor Springer Verlag Japan Tokyo, 1991-1992	<ul style="list-style-type: none"> — managing team of copy editors working on all English medical/science publications — quality control — staff training
Medical Communications, Pharmaceutical Marketing	Medical Editor Churchill Communications Japan Tokyo, 1992-1993 Project Coordinator/ Project Manager/Account Manager Churchill Communications Europe London, 1993-1995 Account Director International Business Unit, Excerpta Medica Amsterdam, 1995-1996	<ul style="list-style-type: none"> — medical writing — copy editing — proofreading — translation from Japanese to English — commissioning work from doctors, freelance writers/editors, other external suppliers — project management of print, multimedia, conference, internet projects from concept to completion — creation of and delivery within budget estimates and project schedules — proposal development including background research, strategy and concept development, visuals production, presentation writing, budgeting, scheduling — presentation in competitive pitches to pharmaceutical companies, sales closure — managing multiple accounts on a day-to-day basis, including client, external and internal team members — financial management of accounts, profitability — adherence to delivery schedules — quality of final product
Business Management	Vice-President OCC Japan Tokyo, 1997-1999	<ul style="list-style-type: none"> — established first business presence in Japan, including business planning, company registration in Japan, office set up, staff recruitment — established company name in Tokyo and Osaka through credentials presentations, first sales and deliveries — managed all aspects of the business including sales forecasting, cash flow forecasting, delivery forecasting, monthly board reports — responsible for operations division of all sales and editorial staff (25 out of total of 30 staff)