

Katsuko Sigrid Okabe

Isshiki 2129-3, Hayama-machi, Kanagawa-ken, Japan, 240-0111

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## RESUME

Name: Katsuko Sigrid Okabe

Date of birth: 23 May 1968

Nationality: Japanese

Correspondence address: Isshiki 2129-3, Hayama-machi, Kanagawa-ken  
240-0111, Japan

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Email: katsokabe@gmail.com

## EDUCATION

1, Glasgow University, Mackintosh School of Architecture, UK Oct.1993-June 1998

2, Manchester University, School of Architecture, UK Oct 1989-June 1992

3, Leighton Park School, Reading UK Sept.1986-June 1988 (A level Art Grade B, A  
level Japanese Grade B, JMB English for Foreigners Grade 3)

4,Zushi High School, Zushi Japan April 1983-June 1986

## SKILLS

1, Multilingual Communication (English and Japanese native level, Danish average  
level)

2, Event Coordination

3, English Proficiency Exam Preparation

4, Interpretation and translation

## EMPLOYMENT RECORD

1, Interpreter and translator at Japan Translation Center Feb.2025 to present

2, Trainee at Royal Furniture Collection (Tokyo) Jan.2021-May 2021

3, Study Consultant at Toyo Eiwa Women's University (Yokohama)  
April 2019-Aug. 2023

(Guided students through English proficiency exams and enhanced their  
communication skills)

4,English Instructor at NPO Yokohama Language Studies Center, Yokohama.  
Feb.2016-Dec.2022

(private tutoring sessions for a diverse age group, focusing on  
language acquisition and retention)

5,Director for Kats English School. Hayama,Japan Oct.2011-March 2014  
(Managed group lessons and administrative tasks in an educational setting.)

- 6, English Instructor for children in Matty's School of English. Shonan Takatori, Japan.  
March 2011-Sept 2011
- 7, Interpreter and translator in Afreco, Tokyo, Japan  
April 2010-June 2010
- 8, English Instructor in Gaba, one to one English Conversation School  
Yokohama Japan Feb.2004-Oct 2009
- 9, Swedish Style Festival (Design and Architecture Exhibition and Events)  
Tokyo Japan Oct 2001, Oct 2002, Oct 2003
- 10, Environmental Conference (acid rain) Tsukuba, Japan. Dec. 2000  
→8 and 9 Coordinated language services for international conferences and exhibitions.
- 11, Architectural Office of Noriyuki Okabe, Tokyo, Japan  
April 2000-March 2001
- 12, Trainee at Shimizu U.K. Ltd London  
Dec.1995-Sept.1996
- 13, Architectural Office of Toshiki Kato Tokyo Japan  
Dec.1991-Jan.1992
- 14, Trainee at Shimizu U.K. Ltd, Derby Toyota Car factory  
August 1991

## **OBJECTIVES**

Multilingual professional with extensive experience in English instruction, interpretation, and cultural coordination. Skilled in guiding students through language proficiency exams and facilitating communication at international events. Proven ability to manage and execute language services projects effectively. Seeking opportunities to apply linguistic and management skills in a dynamic interpretation and translation role.

March 31st 2025 Katsuko Okabe