

Susanna Mitton

Permanent resident — authorized to work and reside in the U.S.

SUMMARY

Multicultural, multilingual translation industry veteran with a focus on high-level client management and managing large-scale legal, financial and medical translation projects. Expert at breaking down complex projects into manageable tasks, managing project teams scattered around the world, and meeting challenging deadlines. Excellent production and organizational skills; superb research skills; superior computer skills.

PROFESSIONAL EXPERIENCE

April 2006 – Present

Independent Translation and Localization Specialist, New York City.

Specialties: Workflow planning and coordination. Team-building and leadership. Budget development and administration. Quality control. Staffing and scheduling. Client relationship management. New business development. Project estimation and quote preparation. Deal closing. Trados, SDLX, and other industry-specific technologies.

- Coordinate large medical and financial translation projects for the world's largest commercial printing company in more than 40 languages, using various CAT tools and other industry-specific software. Manage teams of linguists, typesetters, and quality control specialists around the world.
- Consult with translation companies on recruitment and staffing.
- Supported by a team of experienced Dutch linguists, I provide Dutch ↔ English language services – incl. translation, editing, proofreading, interpreting, and on-site document review – to translation agencies, law firms and individual clients.
- Manage translations into Spanish for not-for-profit organizations.

Office Manager, Mark Mitton Magic, New York City.

• Manage bookings and scheduling, pricing and negotiation, all travel arrangements, administration, update publicity materials, maintain blog, and provide A/V assistance for magician husband.

May 2008 – June 2008

Freelance Production Manager, New York City.

• Set up shoot for TV Asahi (Japan) documentary about the Atomic Bomb. Duties included historical research, procuring archival footage, hiring production staff, location scouting, scheduling, accounting, travel arrangements, overseeing casting, wardrobe and props, and interpreting for on-camera interviews.

June 1997 – April 2006

Vice President – Legal Translation Services, LanguageWorks, New York City.

(previously: **Account Executive** and **Account Manager**)

- Successfully built up the first industry vertical in the company.
- Marketed legal translation services to New York's top law firms.
- Developed and oversaw new accounts in the legal and financial services industries.
- Managed a team of project managers, specialized in legal translation projects.
- Recruited and trained new team members, and allocated work.
- Monitored and measured employee performance.
- Managed relationships, identified project requirements and created quotes for high-profile legal and Japanese clients.
- Designed customized workflows and implemented improvements in production.
- Recruited and placed linguists from around the world on-site at law firms for document review, interpreting and translation projects.
- Organized targeted marketing campaigns, including streamlining mass mailings to law firms.
- Met with legal clients, and bid on large translation projects.
- Represented the company at trade shows.
- Shaped corporate direction with departmental managers in Executive Management Team.
- Assisted company President with due diligence when considering acquisition of an overseas translation company.

August 1990 – June 1997

Vice President, Office Kei, New York City.

- Segment Producer/Production Manager. Set up shoots for Japanese networks in the USA and Europe. Duties included hiring and managing crew and production staff, budgeting and accounting, overseeing all aspects of production including scheduling, location scouting, casting, wardrobe and props.
 - Assistant Producer. Generated and developed program ideas for weekly Japanese prime-time show about worldwide television. In charge of research and acquisitions in North and South America.
 - Director; Assistant Director; Reporter.
 - Manager of TV airchecks in the USA and Japan for major European TV producer.
 - Buyer of radio rights to rock concerts for Japan's largest FM radio station.
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ADDITIONAL EXPERIENCE

- Fall 1989 **Japanese ↔ English Interpreter.** Butoh Dance Festival, Amsterdam, The Netherlands.
Spring 1989 **Japanese ↔ English Interpreter.** International Magic Convention, Kitakyushu, Japan.
July 1988 **Japanese ↔ English/Dutch Interpreter.** FISM World Magic Convention, The Hague, The Netherlands.

EDUCATION

- Fall 1983 – Spring 1990 **M.A. in Japanese Language and Culture**, Leiden University, The Netherlands. Master's thesis titled:
"Omodaka-ya! Ichikawa Ennosuke III—The Success of a Kabuki Actor in Modern-Day Japan".
- Fall 1988 – Summer 1989 **Recipient of Netherlands Ministry of Education and Science scholarship.**
Research on Japanese Theater at Nihon University, Tokyo, Japan.
 - July 1985 – July 1986 **Internship at Nagasaki Holland Village** in Southern Japan.
Summer 1982 **European Baccalaureate**, European School, Bergen (NH), The Netherlands.

LANGUAGE SKILLS

Fluent Dutch, English.
Excellent Japanese (spoken and written).
Good French, German.
Basic Spanish.
Elementary Portuguese.

COMPUTER SKILLS

Macintosh and PC operating systems. MS Office (English and Japanese versions), Trados 2007 and 2009, SDLX, Adobe Acrobat, Abby FineReader, WordPerfect, Lotus Notes, Filemaker Pro, HTML, Dreamweaver, Wordpress, Adobe PhotoShop, Adobe Illustrator, Quark Xpress, Quicken, Peachtree, Internet research.

INTERESTS

Travel (Europe, Middle East, Asia, United States, Central America, Africa), Performing Arts, Kabuki Theater, Swimming, Biking.

REFERENCES

<http://www.linkedin.com/pub/susanna-mitton/1/630/631> and available upon request.
