

Sam Wilschke

Writer | Editor | Translator

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*Bridging expertise and understanding by transforming complex ideas into clear, engaging content.
Streamlining communication to drive results and empower teams to focus on what matters.*

CORE COMPETENCIES

Technical writing and editing (finance, law, technology, government, education)
Japanese-to-English translation and language teaching (all ages and contexts)
Curriculum development and teacher training
Project management and event coordination

TECHNICAL SKILLS

Microsoft Office suite (Word, Excel, PowerPoint)
Data analysis and financial tools (Bloomberg Terminal, SAS Analytics, Microsoft Access)
Financial reporting and documentation
Publishing workflow, from concept to manuscript, marketing analysis and distribution

PROFESSIONAL STRENGTHS

Strong communication - presenting complex ideas in clear, accessible terms.

Critical thinking - asking the right questions to uncover effective solutions.

Flexibility - adapting to new and changing tools, environments and requirements.

Problem solving - identifying challenges and crafting efficient strategies that drive results.

Team collaboration - cultivating positive team dynamics and fostering trust.

Integrity - demonstrating responsibility and ethical behavior in all professional interactions.

WRITING, EDITING AND TRANSLATION

*Transforming ideas – Crafting narratives – Clarifying content
Refining language – Enhancing accessibility – Ensuring precision*

Freelance (Hiroshima, Japan) Writer, Editor and Translator

2024-

- Partner with international clients to develop strategic messaging and culturally relevant content, enhancing communication across borders in education, finance and technology.
- Manage complex projects end-to-end, delivering multilingual content that drives engagement and reflects deep understanding of cross-cultural audiences.

Freelance (New York, USA) Writer, Editor and Translator

2010-2014

- Created nuanced content for global audiences in business, government and the arts.
- Shaped content strategies with clients to support outreach, trust and program growth.

Practising Law Institute (New York, USA) Program Assistant

2009- 2010

- Produced legal education content with teams across departments, ensuring clarity and accuracy.
- Maintained relationships with senior partners and officials to secure timely content delivery.

TEACHING AND CURRICULUM DEVELOPMENT

Diversifying instruction – Developing frameworks – Empowering learners
Cultivating growth – Fostering understanding – Nurturing discourse

HOPPA (Hiroshima, Japan) Preschool Teacher 2018-2024

- Led curriculum design for bilingual early education, exceeding goals for schools across Japan.
- Recruited and trained new teachers, refining onboarding and instructional strategy.

AIC Oshu Group (Hiroshima, Japan) Teacher and Curriculum Developer 2014-2018

- Created effective language curricula and tests, boosting scores and supporting accreditation.
- Directed new program launches at multiple sites, gathering feedback to improve outcomes.

International Education Services (Tokyo, Japan) English Teacher 1996-1999

- Designed dynamic language programs for corporate and public sectors, boosting proficiency.
- Engaged students via adaptive lessons building English skills and global fluency, earning acclaim.

Citation for Merit from the Japan Society for Testing English Proficiency – 1998

Awarded after junior high school ranked number one in Japan on national English test.

FINANCIAL ANALYSIS AND REPORTING

Presenting insights – Delivering assessments – Safeguarding accuracy
Simplifying reports – Supporting strategies – Enabling decisions

ELS Educational Services – Juilliard School (New York, USA) Registrar 2008-2009

- Drafted clear enrollment guides for global users, improving access for students and staff.
- Summarized data into insights that supported planning and institutional decision-making.

Citigroup (New York, USA) Financial and Risk Analyst 2004-2008

- Turned complex financial data into reports used by both technical and business stakeholders.
- Improved cross-team reporting protocols, saving time and raising analytic consistency.

EDUCATION

Earlham College (Indiana, USA) – BA in Japanese Studies 1990-1994

Hokkaido Tokai University (Sapporo, Japan) – Earlham College Off-Campus Study 1993

National Merit Scholar - Earlham College – 1990-1994

CERTIFICATIONS

Knowadays Becoming An Editor Certificate (with Distinction) 2025

Knowadays Becoming A Proofreader Certificate (with Distinction) 2025

Poynter ACES Certificate in Editing 2024