

Hiromi Sogo

sogo3d@yahoo.com • www.hiromisogo.com

Work History

Toyoko-Inn Chicago LLC, Chicago, IL / Apr. 2014 -Present

Translator, Interpreter, Administrative manager

- Translate construction, new entities foundation, working log documents.
- Interpret conversations for internal and external meetings.
- Take meeting minutes.
- Bookkeeping / Maintain the office environment / Contact with a phone and internet, copy machine, printout services as well as the office managing company outgoing payments / Purchase office supplies and furniture / Contact with office building management company for maintaining need / Manage employees' commuter benefit / Business trip expense reimbursement / Scout new office for the company expansion as well as handle with new connections for internet, phone etc., / Prepare for establishing the new office.

City of Osaka Chicago Office, Chicago, IL / Aug. 2011-Dec. 2012

Administrative assistant

- Translate Osaka city promotion related articles.
- Bookkeeping / Pay monthly necessary fees for phone, internet etc.
- Office supply purchase.
- Prepare/coordinate business trips for the superior.

Chicago Shimpo Newspaper, Chicago, IL / Feb. 2005-July. 2007

Assistant staff for weekly newspaper publishing

- Translate news articles from English to Japanese.
- Create layout for newspaper using Adobe InDesign.
- Design advertisements for local businesses using Adobe Photoshop.

Columbia College Chicago, Animation Department, Chicago, IL /2001-2003

Teaching Assistant

- Assist teachers with classroom and equipment set-up prior to the beginning of class.
- Aid students with animation equipment, pencil test camera, lunch box and answered questions regarding use.

Freelance

American Society of Plastic Surgeons, Arlington Heights, IL / Mar. 2014 ~

Project base freelance animator/ illustrator

- Create 3-D animations for breast augmentation to be used with patient education using 3ds Max and Adobe After Effect.
- Create illustrations for buttocks augmentation to be used for brochure using Adobe Photoshop and Illustrator.
- Create 2D a female genital anatomy for labiaplasty, labia majoroplasty and vaginoplasty using Adobe Photoshop and Illustrator.

Neurowave Medical Technology, Chicago, IL / Jan. 2013 - Jun. 2013

Project base freelance animator

- Create 3-D models and animation for display/introduce medical device using Autodesk 3ds Max and Adobe After Effect.

Mindsight, Schaumburg, IL / 2005

Project base freelance

- Create a 3-D Model of pre and post cosmetic plastic surgery for a cosmetic surgeon using NewTek LightWave.

Metro Edit/ Toon Ranch Chicago, IL / 2002-2003

- Create 3-D models, textures and animations using NewTek LightWave.

Education

University of Illinois at Chicago

- Master of Science, Biomedical Visualization Graduate program / 2011

Columbia College Chicago

- Bachelor of Arts with Honors, Film and Video / Computer Animation / 2003

Skills

Proficient: **Autodesk 3Ds Max, Maya, Adobe Photoshop and InDesign, NewTek LightWave3D, Microsoft Word, Excel**

Familiar with: **Autodesk AutoCAD, Revit, Mudbox, Adobe AfterEffects, Flash and Illustrator, SketchUp**

Basic knowledge: **Materialise Mimics, Adobe Dreamweaver and HTML, OsiriX**

Awards

IFP Flyover Zone Short Film Festival / 2003

Honorable mention award Comedy Short category

Columbia College Chicago Film Award: The Big Screen / 2003

Outstanding Animation Achievement award