

# Sam Wilschke

Writer | Editor | Educator

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*Versatile writer, translator and editor with experience in education, technology, government, law, finance and entertainment. Award-winning educator, trainer and curriculum developer, experienced with learners of all ages. Resourceful, flexible and comfortable adapting to new environments and cultures.*

## ABILITIES

Writing, editing and proofreading technical documents and manuals in finance, law, government, technology, entertainment and education. Facilitating textbook publishing and seminar production.

Japanese-to-English translation. Language teaching for all ages and contexts.

Curriculum development and teacher training. Fluent in Japanese and French.

Financial reporting, risk analysis, derivative valuation, general ledger entry, accounting, data analysis, presentation and documentation.

## SKILLS

Adopting new editorial standards for presenting unfamiliar technical content to produce clear and precise work, targeting the specific audience. Rapidly mastering new programs and protocols.

Communicating timely, well-defined goals and following through.

Fostering team collaboration while considering individual needs with care and compassion.

Asking the right questions to uncover effective strategies, workable solutions and routes to success.

## WRITING, EDITING AND TRANSLATION

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*Translated high-level technical documents for government agencies and elected officials. Wrote promotional copy and edited law essays. Prepared textbooks, meeting tight publication deadlines.*

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

2010-2014

Wrote for clients in the entertainment and technology industries. Edited technical papers and promotional materials. Translated books of poetry and artists' statements, Japanese government agency memoranda, diplomatic correspondence and press releases.

Practising Law Institute (New York, USA) Program Assistant

2009- 2010

Prepared course books, organized seminars and maintained correspondence and marketing materials for continuing legal education provider.

## TEACHING AND CURRICULUM DEVELOPMENT

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*Organized, developed and taught English lessons to students ranging from infants and toddlers to doctoral candidates and retirees. Collaborated with staff and students to implement goals meshing educational aims with student interest and instructional best practices. Published manuals covering educational theory and practice, teacher training, health, safety and professionalism.*

HOPPA (Hiroshima, Japan) Preschool Teacher 2018-2024

Provided English lessons, daily childcare and social-emotional support to children. Built child-centered, responsive lesson plans keyed to individual strengths and group needs. Communicated with parents. Ensured a safe and effective classroom. Researched educational and institutional standards to create state-of-the-art teaching manuals. Recruited and trained new teachers.

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

Taught classes in elementary to high school test preparation course and immersion kindergarten program. Trained and supported teachers throughout the region to ensure that educational and business needs were met on schedule. Produced lesson plans, materials and teaching manuals.

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

Prepared and taught daily lessons at a public junior high school. Provided evening and weekend courses at pharmaceutical, aerospace, engineering and technology companies. Led seminars on public speaking and English for travel.

*I received the 1998 Citation for Merit from the Japan Society for Testing English Proficiency after my junior high school students scored the highest across Japan on the national English test.*

## FINANCIAL ANALYSIS AND REPORTING

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*Managed budgets and accounts for accurate reporting and database management. Analyzed financial instruments and tracked risk metrics. Created comprehensive project documentation for non-technical stakeholders, enhancing team efficiency and supporting strategic business decisions.*

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

Kept accounts, organized enrollment and maintained petty cash fund at a residential ESL program for international students. Processed payments, reconciled accounts, developed budgets, maintained student database and led tours of city landmarks.

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

Calculated, analyzed and verified cross-currency swap derivative positions, posting collateral movements to the general ledger. Trained new employees in these procedures. Tracked and charted group level data quality metrics assessing risk weights and related probabilities. Wrote, edited, expanded and updated project documentation.

## EDUCATION

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

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

*I was a National Merit Scholar at Earlham College from 1990-1994*

## CERTIFICATIONS

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Poynter ACES Certificate in Editing 2024