

Because Accuracy and Reliability Make Good Economic Sense

SAS Associates is a comprehensive Japanese language services provider. We help clients accelerate their performance while achieving optimum results when faced with Japanese language needs. More than what our client expects – that is what we strive for.

We believe achieving high quality results requires high quality professionals, who complete each and every task with dedication, speed, and accuracy, and managing foreign language matters is no exception. In order to maintain our client's trust and confidence, we deliver more than what is expected.

SAS Associates works as a team, not as individuals. Each member's distinctive strengths and experiences enable us to deliver results that are more accurate and reliable. We are able to deliver cost-effective solutions that fit seamlessly into your work because the SAS Associates team can execute your language needs in a time-efficient manner. We make our skills work for you. We deliver genuine results tailored to the unique needs of your business, so that you can be confident working with a Japanese entity as if the language barrier did not exist.

***We want to help your business succeed -
because your success is our success.***

Legal

The members of SAS Associates have years of experience working with legal professionals in the United States and in Japan. Legal matters involving a Japanese client pose unique challenges for the case attorneys, as language issues can hinder communication with clients and limit the attorney's ability to analyze the evidence.

Examples of services we can provide to legal professionals:

- ✓ Japanese Document Review
- ✓ Document Translation
- ✓ Interpretation



Marketing

We understand the needs of businesses looking to expand their reach beyond their local market, but when the expansion involves marketing to new customers in a foreign language, it can be extremely difficult to move forward.

Not only does SAS Associates have expertise in localizing B2C businesses, we can assist in making your business visible and accessible to Japanese customers. Here's how we can help:

- ✓ Market Expansion
- ✓ Market Research
- ✓ Targeted Company/Industry Research
- ✓ Creative Writing

Services We Provide: *Legal*



Japanese Document Review

- ▶ Review and coding of documents on electronic document review platform.
- ▶ Review of hard copy documents.
- ▶ Advice and assistance in organizing high volume of documents.
- ▶ Triage of reviewed documents in order of significance and priority for translation.
- ▶ Provide brief summaries of significant documents to enable case attorneys to review documents as quickly as possible.
- ▶ Privilege review to be performed by attorney on staff.
- ▶ Assistance in preparing for Japanese language document review project, including: review of resumes and assistance in interviews to determine Japanese language proficiency of candidates.
- ▶ Review of potential volume of documents to provide advice on appropriate time and number of reviewers required for timely completion.
- ▶ Advice on setting appropriate coding fields in electronic document review platform based on specific needs of the case.
- ▶ Assistance in training Japanese language document reviewers.
- ▶ Quality control and assessment of progress in Japanese language document review by:
 - Providing performance review of Japanese reviewers to managing attorney.
 - Setting reasonable quotas while monitoring quality of work produced.

Japanese Document Translation

- ▶ High quality translation of Japanese documents into English and vice versa.
- ▶ Each translation is reviewed by a separate member to ensure accuracy and quality.
- ▶ Documents will be translated and reviewed to ensure readiness for use by case attorneys in interviews, depositions, or production to authorities or other law firms.

Japanese ⇔ English Interpretation

- ▶ Interpretation for attorney-client meetings, witness interviews, depositions, and interviews by government authorities.

Services We Provide: *Marketing*



Market Expansion

- ▶ Localizaition of web site or marketing material content into Japanese.
- ▶ High quality translation of marketing materials for use in foreign outlets for market expansion purposes.
- ▶ Tailoring web content or marketing materials to meet the specific needs and preferences of the Japanese target audience.
- ▶ Interpretation for communicating with potential clients.
- ▶ Translation of formal letters and other communications with potential or current clients.

Market Research

- ▶ Assistance with Japanese language focus groups, industry research, and product feasibility study.
- ▶ Preparation and management of online focus groups and analysis of data.
- ▶ Analysis of research results and advice on strategy.
- ▶ Support for trade show participation: arrangement of tradeshow participation and administrative support.

Targeted Company / Industry Research

- ▶ Product feasibility study to determine the potential for success in Japan for your business.
- ▶ Assistance in finding an alliance or partner company in Japan for the formation of a joint venture.

Creative Writing

- ▶ Creation of press releases/media packages appropriate for the Japanese audience.

Our Team



Satoko Suki Harada 原田さと子

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Satoko "Suki" Harada is a true bilingual. Born in Kyoto, Japan, Suki spent her early childhood in Chicago attending both public school and Japanese language school. Having both languages and cultures as a part of her everyday life formed the foundation as a true bilingual capable of reading, writing, and speaking fluently in both languages at a native level.

Suki has always had a passion for community service and public interest work. While in Japan, she organized a volunteer youth group to help support those affected by the Great Kobe Earthquake. While completing her undergraduate studies in Buffalo, NY, she worked as a Community Educator, providing HIV/AIDS education in colleges and community centers, and also worked as a certified HIV testing counselor.

Suki majored in English at Buffalo State College in New York. Upon graduation, she worked for Hodgson Russ, LLP as a legal secretary, assisting attorneys in the Corporate and Securities Practice with a focus on commercial real estate. Suki also worked in Japan as a freelance translator, providing Japanese-English translations of business transactions, correspondence, and several Japanese publications.

Suki's strong interest in both language and law led her to the University of Baltimore School of Law. During law school, she worked as an intern for the Hon. Judge John N. Prevas of the Baltimore City Circuit Court, and was a law clerk for the Baltimore City Law Department. She served as the Vice President of the Executive Board for the Moot Court Program, and as a Recent Development Editor for the University of Baltimore Law Forum. During her final semester, she was a Rule 16 student attorney for the Immigrant Rights Law Clinic and successfully represented her client seeking asylum before the Immigration Court in Baltimore.

Suki was admitted to practice law in the State of Maryland in 2011. Her strong interest is in antitrust litigation cases, specifically those involving Japanese corporations. She has worked on several cases involving large Japanese corporations in the automobile parts industry, where she has provided comprehensive services ranging from evidence review to translation and verification of key documents, and interpretation during attorney-client interviews.

Suki received her J.D. from University of Baltimore School of Law.

Our Team



Ayumi T. Somers サマーズ・アユミ

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Ayumi began her career as an interpreter for international conferences and corporate meetings while still at university. Upon graduation, she joined Seibu Saison Group, which sponsored multi-national projects with American, Canadian and British companies for theme park attractions, featuring ultra-sophisticated flight motion simulators installed in Tokyo, Osaka, and Kobe. She served as an assistant project manager at these construction sites, and also played an integral role in sales and marketing development.

Ayumi also gained experience in the field of pharmaceutical marketing and finances at P&G Far East Inc., and Nippon Wellcome Japan, where she worked as an assistant to the President. From 1999 to 2007, she served as President at Xebex America, Inc., a US subsidiary of a Japanese publicly traded company. With teams of professionals located in Japan, US and Canada, she oversaw projects, developed overall strategy, and directed the firm's efforts by providing targeted company and industry research, financial performance analysis and due diligence services. She advised clients in making overseas strategic investment decisions in IT, software/wireless and distribution areas. Ayumi's strong ties to the business community also led her to work as an interpreter for politicians and government officials visiting from Japan to discuss key issues with US officials.

Ayumi's professionalism and high level of skill in both translation and interpretation have led her to take on legal projects. She has been involved with several major cases defending Japanese corporations implicated in government investigations and commercial litigation. She has assisted law firms with preparing high quality translations, and by organizing documents for production to authorities, in addition to providing both simultaneous and consecutive interpretation for attorney-client meetings, witness interviews at DoJ and depositions in class action lawsuits.

Ayumi's strong desire to assist Japanese corporations doing business in North America has always been her driving force. Based on her extensive knowledge in business and years of experience, she has distinguished herself as one of the most highly sought out professionals with language expertise in the legal, financial and marketing fields.

Ayumi received her LL.B from Kobe University Law Department in Japan and also holds an M.B.A. from the College of William and Mary in Virginia.

Frequently Asked Questions



1. Is SAS Associates a staffing agency?

No, we are not a staffing agency that sends out translators and contract attorneys. We are not a translation firm that churns out machine-converted translations. We are not an e-discovery vendor that runs entire document review projects, nor are we a legal services provider. SAS Associates is a comprehensive Japanese language services provider, capable of handling the Japanese language needs of your business.

2. Our firm gives an online language test for document review projects in foreign languages including Japanese. Isn't that sufficient to ensure the candidate's skill level for language comprehension?

Although online technology has advanced at a rapid rate, unfortunately, these tests are only able to evaluate a very limited set of language skills. We can provide assistance with reviewing resumes, conducting phone interviews and preparing a language comprehension test that is best suited for your project's needs. It can be difficult to assess someone's skill when the skill in question is a foreign language; we can provide you with reliable assistance.

3. My business is not located in Washington, D.C. Can you still provide assistance with my Japanese language needs?

Yes, we can. We can work remotely by providing our database services, which allow our clients to access their proprietary information via our secure web site connection. Therefore, most of our services are available to those located outside of the Washington, D.C. area, as we are capable of working and communicating effectively with our customers regardless of their location.

4. Our document review project is underway – how can you help?

We can assist the attorneys managing the document review project in a number of ways. We can review “hot” documents to prioritize them in a translation queue based on relevance and significance. We can also provide an easy-to-review summary of “hot” documents in lieu of a full translation to allow the case attorneys to identify those documents requiring full translations, resulting in savings of both time and money.

5. How do you transmit sensitive documents online?

We can provide documents securely using endpoint encryption services, or we can set up a customer-specific server for a large case that requires easy access to a large volume of documents.

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