

## PROFILE

Trilingual (native English, fluent Japanese, proficient Spanish) communication and content specialist with 7+ years of experience supporting cross-functional teams and managing digital content and training projects from planning through delivery. Skilled at coordinating timelines, resolving blockers, and aligning stakeholders across cultures. Seeking to contribute project coordination strengths in a collaborative, growth-oriented environment.

## RELEVANT EXPERIENCE

**Kasumisou**, global consulting firm Tokyo, Japan  
*Project Coordinator and Translator* February 2021 – August 2022

- Coordinated between Japanese product teams and international IT teams to clarify project requirements and ensure timely software delivery.
- Managed the development of documentation for new employee management platform.
- Researched market needs and helped shape presentations to company leadership on product fit and direction.

**DHC Corporation**, leading Japanese manufacturer of cosmetics and health supplements Tokyo, Japan  
*English Service Development Center* May 2020 – December 2020

- Managed influencer outreach campaign to promote beauty products to English-speaking residents of Japan.
- Reviewed and edited English sales copy for clarity and legal compliance in Japanese markets.
- Identified strategic weaknesses in social media strategy and implemented revisions that increased engagement.

**Kwik Learning/SuperheroYou** Los Angeles, CA (Remote Position)  
*Digital Content Producer, Strategist & Editor* January 2016 – March 2018  
*Managing Editor* November 2013 – January 2016  
*Editorial Intern* June 2013 – November 2013

- Produced the Kwik Brain podcast and reached 1 million downloads in 6 months.
- Created content calendar and oversaw daily publishing for SuperheroYou's online magazine, growing it to 60,000+ monthly views.
- Hired and managed editorial team; coordinated and conducted 48 influencer interviews in two days at a live event.
- Tracked engagement metrics and iterated on marketing strategy to support brand growth.

## ADDITIONAL EXPERIENCE

**Rethink Compliance**, B2B compliance and ethics training provider Remote  
*Junior Developer* January 2024 – February 2025  
*Quality Assurance Specialist* July 2023 – January 2024

- Contributed to end-to-end development of eLearning projects, collaborating cross-functionally to deliver on-time, accessible training for global corporate clients.
- Identified and documented issues throughout creative process and tracked the implementation of solutions.
- Researched and implemented best practices to ensure courses' compliance with global accessibility standards.

**Boston Japanese Trainers**, global consulting firm Remote  
*Japanese/English Bilingual Trainer and Coach* July 2022 - July 2023

- Delivered customized cross-cultural communication and language coaching to Japanese professionals in global teams.
- Facilitated discussion-based training to identify practical strategies to resolve communication challenges.

**Shortform**, book summary service Remote  
*Writer & Social Media Content Creator* August 2021 – July 2023

- Condensed key insights from non-fiction books into engaging summaries with added original analysis.
- Developed interactive exercises to help readers apply concepts in real-world settings.
- Supported planning and execution of social media content calendar.

## EDUCATION

**New York University**, New York, NY  
B.A. in Journalism and Comparative Literature, May 2013  
Study Abroad in Spanish language, literature, and journalism in Puerto Rico (Spring 2012) and Argentina (Fall 2011)

**Hattori Nutrition College**, Tokyo, Japan  
Japanese National Culinary License, April 2018 – March 2019  
Pursued full-time coursework in international cuisine due to personal interest in culinary arts and cross-cultural traditions