

## CURRICULUM VITAE

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Nationality: Japanese

### Work experience:

#### **08/2016 - Present: Office assistant/Project support, BA Services Japan**

Co-ordinates materials as required by customers (MHI, KHI, Tenryu aero components).  
Administrative activities Labor re-distribution, work allocation for project.  
Manage customers quotation requests and orders up to the delivery according to the customers requests.  
Supporting the sales team.  
Ensuring the purchase order, payment and Expense Claim procedures are maintained.  
Ensure that invoices are approved/ signed and accurately coded by the Department Head  
Liaising with the Financial Controller for any discrepancy between prices on invoices compared to purchase orders.  
Check for accuracy/ completion and post staff reimbursement claims.  
Manage the discrepancies : wrong shipment, missing documentation, wrong pricing etc.  
Create and coordinate international bookings for small sized ~ containerized freight.  
Support foreign employees for the important requirements (making contracts of company phone, house, electricity, water, gas, car, insurance, bank account etc. by a proxy)

#### **11/2015 - 07/2016: Project Assistant, TATA Consultancy Services Japan**

Mitsubishi Aircraft Corporation MRJ customer onsite project.  
Type Certification activities.  
Support Japan and US design teams.  
Designed prototype plastic parts with CATIA V5.  
Assist in coordination of interfacing activities with subcontractors/vendor, clients and third parties throughout the project life cycle.  
Attend regular (weekly, monthly) progress meetings with subcontractors and clients.  
Aircraft equipment selection work and purchasing parts.  
Creating shipping documents for all exporting shipments.  
Issue export customs clearance instructions to freight partners and courier companies.  
Translating documents (English/Japanese).

#### **11/2014 - 11/2015: Project Coordinator, NSR Japan**

Modification of 2D drawings with CATIA V5.  
Communicate Japanese customer (SWS: Sumitomo wiring system), creating quotation, project monitoring, team management, work standardization, lead time monitoring and work documentation, engineering team management.  
Training in-house system to new staffs.  
Translating documents (English/Japanese).

#### **01/2014 - 05/2014: Project Assistant, ITK-Engineering Japan**

Translating documents, interpretation (English/Japanese) at the customer onsite (Honda).

#### **12/2011 - 07/2013: Test Engineer, IAV JAPAN**

Support on-site and remote pre-sales activities to assist OEM Account Managers (Toyota, Nissan, Mitsubishi motors)  
Provide troubleshooting skills and problem resolution of tool related incidents and problems.

Communicated with Japanese OEM customers and design engineers in Germany.  
Provide Customer Support for a number of software applications by email and phone.  
Conduct and manage quotation development in conjunction with account managers for systems/modules.

Translating documents (English/Japanese).

**02/2011 - 03/2011: Software Test Engineer, Lionbridge Finland**

System test of mobile phone software (Blackberry), peripheral devices.  
Validation Testing and liaise with internal Software Development Team.  
Review of test execution reports & defects.

**04/2010 - 07/2010: Sales Assistant, Mitsumi Electronics Finland**

Sales activity. Visiting customers (Nokia Finland, Nokia Germany, Nokia UK)

**11/2006 - 02/2010: Test Specialist, HiQ Finland**

Creation of test cases and defining user acceptance criteria based on business requirements.  
Working closely with Product Owners making sure user stories have the required level of detail.

Execute testing of Nokia in-house systems.

Raising bugs/defects as a result of issues found during testing.

Taking ownership of the full issue resolution cycle.

**08/2006 - 09/2006: System Tester, ELAN IT Finland**

Execute testing of Nokia in-house systems.

Raising bugs/defects as a result of issues found during testing.

Taking ownership of the full issue resolution cycle.

**04/2004 - 07/2006: Software Test Engineer, Lionbridge Finland**

Manual testing features with Nokia handsets, changes and bug fixes made by developers based on documented changes.

Raising bugs/defects as a result of issues found during testing.

Verifying that functional and end-to-end tests are passing.

Provide Training in-house system to new staffs.

**05/2001 - 11/2005: Freelance translator**

Translation of business documents Japanese - English - Japanese.

**12/1998 - 1999/11: Sales Assistant, Tokai Kyodo Japan**

Manage customers quotation requests and orders up to the delivery according to the customers requests.

**Internship:**

**08/2003: Event Assistant, Finnish football association, Helsinki, Finland**

FIFA Junior league in Helsinki.

**09/2003: Sales Assistant, Honkatalot Oy, Toysa, Finland**

Manage customers quotation requests and orders up to the delivery according to the customers requests.

**Courses and Schools:**

04/1993-03/1997 Bachelor of Engineering - Mechanical Engineering: Meijo University

09/1997-08/1998 German language school in Heidelberg, Germany

03/2000-12/2002 Finnish language in Helsinki, Finland

02/2003 - 10/2003 Finnish language and job training course for immigrants

01/2004 - 03-2004 UNIX, SQL, Java course Helsinki University Finland

07/2013-12/2013 Embedded C and logic circuit design, Polytech school, Japan  
7/2014-10/2014 3D-CAD course at the Nagoya vocational school, Japan  
04/2017- current German B1/B2, Nagoya Japan  
11/2017 Basic PLC program Okazaki Japan  
07/2017 - present French language course for DELF  
02/2022 - Economics, The Open University of Japan

**Language:**

Japanese/C2, English/C1, German/B1, Finnish/A2, French/A2

**Other knowledge:**

CATIA V5, AutoCAD, MS Office (Word, Excel, Power Point, Outlook), Windows

**Reference:** Mr. Markus Schädlich (CEO of IAV Japan in 2013) +81-80-1245-6221