Yuki KIMURA

33 Evenwood Close
London, SW15 2DA
(+44) 7784 294079 / (+81)8016258984
kimurayuki0310@gmail.com
Nationality: Japanese

Summary:

An organised and motivated PA, four years experienced, of various Heads of Mission in a diplomatic institution, internal interpreter and translator, Secretary in the consular section, Receptionist and Public Attendant. A proven ability to interpretation, handle and manage office environment and many events hosted. An effective communicator to visitors.

Key Achievements:

- Promoted to the role of PA to the Head of the Mission whilst at the Embassy of Costa Rica in Tokyo
- Completed the translation of a Costa Rican movie, which won Highlight Pitch Award in Berlin International Film Festival
- Working as the embassy's interpreter at all levels in meetings and lectures
- Assisted hosted events to promote Costa Rican diplomacy and culture
- Voluntarily provided regular supported to foreign children, who had difficulty with Japanese language

Experience:

Full-time

2012-2016 Embassy of Costa Rica in Tokyo, PA for Heads of Mission and Secretary within the Consular section

- Provided secretarial and administrative support to the Heads of Missions and Consul General
- Arranged meetings, managed diaries, organised travel arrangements for both international and national travel, and dealt with appointments requests
- Provided business level translation services in meetings
- Supervised administrative staff and delegated tasks as team manager
- Drafted and typed letters and the other official documents in Japanese and Spanish
- Manage trimestral financial reports and the list of Costa Ricans living in Japan using a computer database and spreadsheet software
- Administrated all incoming and outgoing post

Part-time

2010-2012 Private Spanish teacher (Japan)

2009-2012 Waiting staff manager in Restaurante La Mancha (Japan)

2009 Audiovisual translation of television programme of NHK BShi 'Santiago, the juvenile pilgrimage - high school students' walk 250 km for nine days' in Basara Company Limited(Japan).

2007-2009 Coach for middle school students in Try Company limited(Japan)

2007-2008 Touristic guide for Spanish speakers in TEI Company Limited (Japan)

2006-2007 Customer attendant and cook in Tetería Alquimia(Spain)

2003-2005 Data Processing Operator in Imagine Plus Company Limited(Japan)

2003-2005 Customer attendant Japanese restaurant Tekoneya(Japan)

Language:

- Japanese Native
- Spanish Fluent, Diploma de Español como Lengua Extranjera B2(2005)
- English Upper intermediate (C1)

Educational:

2009-2012 Cultural Anthropology - Master's degree from Nagoya University (Japan)

2003-2009 Spanish Linguistic - Bachelor's degree from Aichi Prefectural University (Japan)

Other qualifications:

2016 English Standard Course in South Thames College, expected to graduate on 21st October, 2016(United Kingdom)

2006 Spanish Linguistic and Culture in Centro de Lenguas Modernas de la Universidad de Granada (Spain)

2006 Spanish Linguistic, Spanish and Hispanic culture, Preparation Course for DELE in Institute of Spanish Albayzin (Spain)

2005-2006 Spanish Linguistic and Civilization in Enforex Granada (Spain)

Other skills:

- Full and clean Japanese driving licence
- Computer literate
  OS Apple Mac OS X, Microsoft Windows
  Software Microsoft Office (Word, Excel, and PowerPoint), Adobe Photoshop

Personal interests:

- Visiting exhibitions: I regularly go to museums and participate in guided tours or workshops
- Photography, especially film photography. I was a member of the students' photography club at University

References:

Available upon request.