AYLIE TANAKA

Torrance, CA

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Authorized to work in the US for any employer



# WORK EXPERIENCE

## Marketing Assistant, Graphic Designer

**Beauty and Health Research, Inc.** Torrance, CA January 2020 to (current)

* Worked on the improvement of customer experience, analyzed website performance, and stayed up-to-date with current industry trends.
* Analyzed and evaluated the company's online retail performance, produced web content, and developed new promotional email campaigns.
* Monitored competition and collected customer reviews and feedback in order to identify potential areas of improvement and business growth.
* Collaborated with software developers and analytics teams, completed detailed daily reports, and implemented new digital marketing campaigns to increase sales and brand awareness.
* Created sales collateral, marketing literature and print ads, labels, IG and Facebook ads.
* Created ads video by AfterEffect
* Edited scans and photos in Photoshop and coded them to the company's website.
* Wrote descriptions of the merchandise for the company's website.
* Designed logos, flyers and advertisements using Illustrator.

## Marketing, Editor

**Digital Manga Inc** - Gardena, CA July 2019 to January 2020

-Assists with advertising and media research

-Editing a comic book by Photoshop, Illustrator

-Promote and sale the online comics

-Email correspondences

-Translate Japanese and English

-Making the company's presentation materials

-Created Twitter ads

## Administrative Assistant

**Asahi-Gakuen** - Los Angeles, CA April 2019 to August 2019

-Coordinating and Managing Institute Events in corporate level

-Support create and design school event Pamphlets and T-shirts

-Supplies and Material Ordering for the corporate office

* Telephone correspondences

-Data Entry and manage student personal information

-Executive Expense Reports

-Executive Calendar information entry

-Responsible in correspondences of all communications with students parents

-Update Company-School Website Home page with upcoming events, newsletter, pictures and information

-Record minutes for all corporate executive level meetings and conferences

## Marketing Graphic Designer Assistant

**Dr. Mainz Cosmetics/Japan** - Tokyo, JP 2015 to 2018

Japan

-Provides administrative and customer service support to marketing designers, package design, Media Planners, and Client Services Managers.

-Assists with advertising and media research; client reports and presentations; and project coordination, timelines, and budgets. Responds to client needs and requests.

- Created sales collateral, marketing literature and print ads, labels.

## Dental Assistant, Hygienist

**Dr. Mainz Cosmetics/Japan** - Tokyo, JP 2015 to 2018

Japan

-Administering anesthetics to patients

-Manage and Preparation for the doctor prior to operation

-Applying cavity-prevention treatments for patients

-Preparing laboratory diagnostic test



# EDUCATION

## Bachelor's in Dental Hygienist

## ESL

**El Camino community college** - Torrance, CA

**Dental Hygienist School**- Tokyo, JP

2014 to 2017

**TOHO High School** - Tokyo, JP 2011 to 2014



# SKILLS

### Microsoft Office

### Skilled with Adobe Creative Suite

* + **2 years Excel**
  + **2 years Illustrator**
  + **1 years After Effect**
  + **a year InDesign beginner**
  + **4 years Photoshop**
  + **Procreate**
  + **Clip Studio**
  + **Japanese English Dental Hygienist License**
  + **HTML CSS beginner**