

Junko Noguchi

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<https://www.linkedin.com/in/junko-noguchi/>

604-836-5128

#505 151 West First Avenue, Vancouver, BC, Canada V5Y 0A5

Qualifications Summary

- HTML, CSS Javascript and JQuery- Have a sound foundation. Able to read, write, edit, and quickly learn. Completed “Intro to Front-End with JavaScript” at Lighthouse Labs and self-studying with online resources (Lynda.com, Wes Bos video course, freeCodeCamp etc.)
- Tech-savvy – Excellent Internet research skills. Competent with MS Office, Illustrator, and Photoshop in both Windows and Mac OS.
- Strong Work Ethic – Loyal, reliable, and punctual.

Education

- Lighthouse Labs, Vancouver, BC
Intro to Front-End with JavaScript (August 2018 – September 2018)
<https://lighthouselabs.ca/front-end-javascript>
- ISS of BC, Vancouver, BC
TechWomen (September 2018 - December 2018)
<https://issbc.org/our-services/techwomen>
- ISS of BC, Vancouver, BC
LINC for employment CLB Level 8 (September 2017 - June 2018)
- Kagawa University, Takamatsu, Kagawa, Japan
Bachelor of Art, Chinese Language Culture (April 1994 – March 1998)

Front-End Web Development skills and knowledge

- HTML, CSS, Javascript and JQuery - Completed “Intro to Front-End with JavaScript” at Lighthouse Labs and furthering skills and knowledge with online resource (Lynda.com, Wes Bos video course, freeCodeCamp etc)

Other Computer skills & Systems

- MS Office - competent
- Adobe Illustrator/Photoshop - competent
- Windows/Mac OS - competent

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Experience

Research Analyst - Gerson Lehrman Group (China) - 2011 - 2012

- Expert Recruiting: Located and contacted Japanese experts. Connected Japanese experts in consumer goods and service field for hedge funds, venture capital, and investment banks. Recruited more than 130 experts in one year.

Manager - Tianjin Urushihara Fashion Goods Co. Ltd, (China) - 2001 - 2007

- Production Planning: Trained and supervised staff of 14 who were generating production plans, calculating production costs/required materials, procuring materials, controlling material inventory, and translating specifications (Japanese to Mandarin). Handled outsourcing to complete orders of excess capacity.
- Inspection: Supervised a team of 20 who were executing daily inspections for materials, work-in-process, and finished products. Improved workers' understanding of quality requirements through manuals, meetings, and random inspections.

Manufacturing Coordinator - Urushihara Co. Ltd, (Japan) - 2001

- Manufacturing Coordination: Corresponded with factories in China. Procured materials for factories. Prepared import/export documents, and arranged shipments.
- Product Planning/Sales: Proposed designs to clients, processed orders, and arranged shipments. Prepared documents for brand approval (Illustrator, Photoshop).

Administrative Assistant - Touko Shoji Co. Ltd, (Japan) - September 1999 - March 2001

- Administrative Assistance: Greeted visitors, and fielded incoming calls. Prepared documents including invoices and packing lists. Basic bookkeeping.
- Sales Assistance: Processed incoming orders, arranged shipment, and handled customer-related issues. Designed sales promotion flags (Illustrator, Photoshop).
- Retail Operation Management: Managed retail operation including shift management/payroll, sales record, and procurement.