

# Kana Nakajima

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Date of Birth: 5/7/1995

Nationality: Japanese

## SUMMARY

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- XX
- XX

## WORK EXPERIENCE

## ALH Inc. - Tokyo, Japan April 2021 to Present

Advertising company for digital medias in Japan with annual sales 2,083.4 billion yen

**Title: Employee    Department: System Engineer**

## Software Engineer

## Projects managed:

- XX  
● XX  
● XX

**Ogilvy - Tokyo, Japan    December 2019 to March 2021**

## Advertising Agency in Japan

**Title: Employee    Department: Sales**

*In charge of Tech, Autonomous, Social Media clients.*

## Projects managed:

- XX
- XX
- XX

## Digital Advertising Consortium- Tokyo, Japan April 2018 to Present

Advertising company for digital medias in Japan with annual sales 2,083.4 billion yen

**Title: Employee    Department: Media**

*In charge of activities regarding, and relationships with, Twitter and Facebook.*

### Projects managed:

- Arranged outsourcing a job to collect ads captures that our whole social media team felt as a problem. (proposed outsourcing to my manager, created a manual of the direction, concluded a contract, identified follow-up items after outsourcing).
- Arranged a calendar for displaying one-day advertisements, based on an analysis of media consumption trends, in order to allow our customers to maximize the efficacy of the one-day commercials they would use.
- Created information material in Japanese regarding the Instagram Branded Content service, as our customers were interested into utilizing it, but they were not able to do so, owing to the available information` being available in English only. Our customers were therefore able to avail themselves of the service, to the effect that their products could be more effectively promoted.

## **EDUCATION**

**Nihon University, Tokyo, Japan April 2014 to March 2018**

College of Commerce, Department of Business Administration

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## **SKILLS AND QUALIFICATIONS**

- PC Skill : Microsoft Excel, Word, Power Point
  - Nisho Bookkeeping level 3 Certificate
  - Secretarial Skills Test, Level 2
  - The Japan Kanji Aptitude Test Grade 2
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## **LANGUAGES**

English: Business level (TOEIC 925)

Japanese: Native