

# Kotomi Cogdill

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## EXPERIENCE

### Childcare Provider – *Yamashita Family Child Care*

Campbell, CA [Oct 2019 – Oct 2020]

- Supervised children aged 10 mos – 4 yrs old
- Maintained a safe environment for children to play
- Helped with feeding, changing diapers, and potty training

### Tour Operator – *Windows to Japan*

Kyoto, Japan [May 2017 – Nov 2018]

- Crafted tour itineraries for inbound tourists
- Worked with a bilingual team daily
- Booked hotels, transportation, activities, and restaurants
- Communicated options and plans to stakeholders
- Contributed to a luxury touring experience
- Assisted travelers during emergency situations

### Tour Guide Assistant Intern – *GiveGrow Co.*

Phnom Penh, Cambodia [Aug – Sep 2015]

- Advertised company tours and attracted 10 travelers via Social Media
- Guided tourists from the airport to starting destinations
- Led groups of tourists from Phnom Penh to Siem Reap

## VOLUNTEER EXPERIENCE

### International Student Fellowship – *Valley Church*

Cupertino, CA [Aug 2019 – Sep 2020]

### Volunteer – *I-RIS Student Organization*

Kyoto, Japan [Mar 2015 – Mar 2016]

## CERTIFICATIONS

### DesignLab – *UX Design*

[Expected Jun 2020]

### Udemy – *Linux Mastery*

[Completed Nov 2020]

## SKILLS

Programming

- HTML, CSS, Linux

Detailed oriented

Cross team collaboration

Problem solving

## EDUCATION

### Kansai Gaidai University – *B.A. in English*

Osaka, Japan [Apr 2014 – Mar 2018]

### Virginia Tech – *Classes in Tourism*

Blacksburg, VA [Aug 2016 – May 2017]

### Chichester College – *EFL*

Chichester, UK [Sep 2012 – Mar 2013]

## LANGUAGES

Japanese

Native proficiency

English

Professional working proficiency

- TOEFL ITP: 573 [Dec 2015]

- TOEIC: 910 [Jun 2016]