

HIROTOSHI NISHIZAWA

Unit 10-O Cluster 3, Suntrust Treetop Villas,
Coronado St., Brgy Hulo,
Mandaluyong City, 1550
+639158884331
hirotoshi.nishizawa@gmail.com
Availability for contact:
Monday to Friday from 10:00 to 17:00

**OBJECTIVE**

To work in a company that could help me utilize and share my skills in the service of other people. I aim to exhibit my best performance and at the same time hone my ability in the field.

EDUCATION

June 2014 – May 2018 Far Eastern University Morayta
AB English Language, Graduated last June 2018,
Certificate of Recognition for exemplary performance in
S.Y. 2017 – 2018.

April 2008 – March 2011 Higashi Chikushi Senior High School
Kitakyushu-shi, Fukuoka-ken, Japan
High School Diploma, March 2011.

WORK EXPERIENCE

Jan 2019 – Dec 2021
Customer Service Representative at Telus International Philippines, working for clients as a Partner Program Specialist. My duties are to assist Clients and their partners in various issues or requests (ex., user access issue in the client's website etc.). This is a pure non-voice position. I was awarded for Top 1 agent for Partner Program Support twice within the year.

June 2018 – August 2018
Language Assessor at JK NETWORK MANPOWER SERVICES, managed the concerns of Japanese clients, supervises the other employees of the company, translated documents from Japanese – English or vice versa, did research for project, acted as an evaluator for English tutor applicants, and registered teachers once hired, also supervised the department by checking the work of others and by reporting.

June 2017 – July 2017
SECRETARY OF THE COORDINATOR AT LANGUAGE LEARNING CENTER, completed 200 hours of On-the-Job Training. My duties were to: assist in updating English as Second Language resource pertinent to courses offered by LLC, help in conceptualizing and producing an LLC promotional materials for Japan, assist test takers of English Proficiency Test and enrollees of LLC, and perform other duties assigned by LLC coordinator.

CO – CURRICULAR ACTIVITIES

November 29, 2017 MULTICULTURALISM IN THE WORKPLACE LECTURE
BY MS. SEVERINE CHARZAT OF HARMONY AND
MOBILITY CONSULTING INC.

Attended the seminar.

April 6 – 8, 2017 2017 LINGUISTIC SOCIETY OF THE PHILIPPINES
NATIONAL CONFERENCE AND GENERAL MEETING

Certificate of Appearance.

January 22, 2016 MAGIC AND COMMUNICATION

Delivered a lecture entitled *Magic and Communication* during the celebration of the
88th foundation anniversary of Far Eastern University.

PERSONAL BACKGROUND

Born on September 05 1992 in Uki-shi, Kumamoto-ken, Japan. Native in Japanese language and fluent in English language. Knowledgeable in Microsoft programs. Interests/other skills: Magic, Kyudo, and mystery films. Studied Web development (includes HTML, CSS, Bootstrap, Node JS, MongoDB, JavaScript, React JS, React Bootstrap) at Zuiitt.