
Jane Doe

Tokyo, Japan • +81 12 3456 7891

Senior Project Manager

PROFILE

- Motivated Project Leader with 9-years of experience in project management, product leadership, client relations, marketing, execution, etc. achieving top sales from local shows to large international events (e.g., the Olympics).
- Demonstrated ability to skillfully manage critical partnerships with associated teams and logistics to identify outcomes, define KPIs, establish protocols, manage change, engage leadership, and execute projects.
- Collaborative leader and strong communicator who serves as coach, mentor, and teacher to a high-performance team that continuously exceeds sales goals, improves processes, and achieves project results.

SKILLS

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|----------------------------------|-------------------------------------|----------------------------------|
| • Project Management | • Quality Assurance | • Risk Management & Mitigation |
| • Advanced Negotiation Skills | • Budgeting, P&L | • Client & Stakeholder Relations |
| • International Sales & Events | • Time Management, Organization | • Public Speaking & PR |
| • Problem-Solving & Analysis | • Event Planning, Coordination | • Written & Spoken English |
| • Meticulous Attention to Detail | • Marketing, Promotional Activities | • Collaborative Team Leader |

EXPERIENCE

Subsection Manager – Business Development & Marketing

Jun 2017 – Present

Sakura International, Inc.

Tokyo, Japan

- Plan and manage a wide range of international and domestic events, exhibitions, events, fairs, B2B meetings, business missions, conferences, etc. to promote industries such as gaming and entertainment.
- Follow sound project management strategies using systems and software to maintain timelines and results.
- Supervise event operations, construction, decoration, security, staffing, schedules, logistics, programs, etc.
- Search and negotiate terms for suitable venues per setup requirements and budget constraints.
- Develop and lead sales strategies to gain access to new business while sustaining existing partnerships.
- Execute break-even and profit strategy for European league over a 5–10-year period.
- Exceeded personal sales from April 2019 to March 2020: + 720% year-over-year.

Ski Resort Brand Manager

Jul 2012 – Mar 2016

BigWood LLC (PhosAgro OJSC)

Kirovsk, Russia

- Worked with senior management to coordinate and revitalize the resort's corporate brand and image.
- Prepared the annual marketing and business plans for local operations and strategic alignment.
- Created the English version of the ski resort website and received an award while increasing visitors by 87%.
- Increased page views by 124% and time on page and organic visitors by 41%.
- Achieved a year-over-year increase of 300% in new customer growth.

EDUCATION

Graduate Certificate – Japanese Language and Culture

Ryukoku University

2017

Japan

Master of Arts (MA) – English Language / Literature

Petrozavodsk State University

2012

Russia

Bachelor of Arts (BA) – English Language / Literature

Petrozavodsk State University

2010

Russia

Oct 2020

TECHNICAL SKILLS

- Adobe Creative Suite
- Adobe Photoshop / Illustrator
- Google Analytics
- JIRA
- Unreal Engine 4
- Image Production
- Email Marketing
- OS/iOS
- Microsoft Office 365
- Word / Excel / PowerPoint

LANGUAGES

- Russian
- English
- Japanese