

Kotaro(Toto)TANAKA



Personal Profile

I would describe myself as a very honest, humble and flexible person and I always get on well with other people.

I am a very hard worker, committed to the tasks I take on and I am never late for work. These values were instilled in me from a young age, working as a paperboy between the ages of 14 and 17.

I apply the same values to my hobbies: I was awarded "The Most Dedicated Player of the Season" for the West United B soccer team in the 2018/19 season, my very first season of playing with the team.

Both at work and in private I am very organised and tidy because I believe that these are important factors in getting things done efficiently.

I do have a lack of self-confidence sometimes and that could be my weak point.



Education

[Oct 2020 – Present](#)

Code Institute: Diploma in Full Stack Software Development

[Jul 1999 – Oct 2002](#)

Atlantic Language Galway: General English

[Apr 1996 – Mar 1997](#)

Eichi University (Japan): English Literature

[Apr 1993 – Mar 1996](#)

Kosei High School (Japan): General Subjects



Skills

- **Web Development:** HTML, CSS(Bootstrap, Material Design Bootstrap), JavaScript(jQuery), Python(Flask), MongoDB, Git, GitHub
- **Microsoft Office:** Word, Excel, Outlook
- **Languages:** Japanese(Native), English



Employment History

[Sep 2005 – Present](#)

Atlantic Language Galway Ltd. – English Language School based in Galway (Current Position: Registrations Manager)

Duties Since 2005

Creating new enrolments & amend existing enrolments

- >>> Creating invoices and other documents using the in-house database. I am the master user of the data-base because I have in-depth knowledge of the system
- >>> Processing enrolments and amendments accurately and in a timely manner
- >>> Reviewing various in-house procedures with a view to streamlining the work

Dealing with students on site

- >>> Issuing documents, organising excursions & activities, dealing with queries and complaints. We always deal with students in a professional manner and with a smile. Students' welfare is our number one priority

Dealing with agents by e-mail / phone

- >>> Ensuring replies are given clearly and promptly

Opening a new school in Dublin in 2013

>>> Travelled to Dublin numerous times to view potential school buildings, locations, accommodations etc. in an advisory role to the CEO

Organising student accommodation (Residence)

>>> Booking students into the residence and providing a meet & greet service when they arrive. Collecting keys and making welcome packs for next arrival. Organising cleaning sifts for the cleaning company. Viewing new properties. Making every effort to maintain maximum occupancy in each residence

Providing various reports

>>> Providing reports on the finances, statistics, lists of students etc. to the CEO & other colleagues customising reports for ease of understanding

Training new staff members

>>> Giving new staff members an induction to the company and providing database training

Updating the data-base and website

>>> Updating the price list and template documents on the database and website

Dealing with short-stay groups

>>> Dealing with enrolments, organising the programme (transfer, activities & excursions) with local providers and dealing with group leaders onsite, providing clear guidance

Managing junior staff members

>>> Hiring interns
>>> Allocating work to junior staff members and monitoring their work and progress

Checking incoming e-mails to the school's main e-mail account

>>> In-depth knowledge of the business is essential to ensure correct allocations of e-mails to the staff members concerned

In charge of school emergency phone (24/7)

>>> On-call from 2006 to 2014 solely and from 2015 to 2016 on a rotation basis. Around-the-clock availability ensured

Any other assistance required by colleagues, managers and the CEO

>>> Moving furniture, painting, shopping, collecting people, proofreading, dealing with all kinds of issues on & off-site

Mar 2003 –
June 2005

Heiwa Auto Co., Ltd. – Car Export Company based in Osaka, Japan
(Position: Sales)