

Freelancer Front- End Developer/Designer Freelancer Front-End Developer/Designer Web Developer New York, NY Authorized to work in the US for any employer Work Experience Freelancer Front- End Developer/Designer New York, NY May 2016 to Present ? Building websites and apps that are responsive and user-friendly. ? Monitoring website performance and rectifying front- end-related issues. Tax Assistant KPMG - New York, NY February 2016 to April 2016 Reviewed taxpayer s documents for tax filing. Created tax summaries. Operations Coordinator Cue International Inc. - New York, NY August 2014 to July 2015 Prepared and created documents for clients. Provided customer support s via email and phone. Administrative Assistant Nippon Swagelok FST, Inc. - Japan April 2013 to October 2013 Arranged internal and external meetings and coordinated business trips. Created and issued invoices. Administrative Assistant Shimatsu Corp. - Japan April 2009 to March 2013 Created necessary documents for shipments. Managed shipment information and updated database to keep track of shipments. Education Bachelor's in Japanese Studies Nagoya University of Foreign - Aichi, Japan April 2005 to March 2009

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