Curriculum

EMI HIDAKI

Education

Passaic County Community college
ESL - CIS Web and App Development (Current)
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Commercial High school of Palmira (Colombia
2016) - High school diploma

Skills

Microsoft Office
Adobe
Quickbooks
Translations

Languages

Japanese (10/10)
Spanish (10/10)

Contact

(973)816-6668

emihidaki1998@gmail.com

Belleville - NJ

About

I'm a polite, attentive at all times with a willing and helpful manner, always approachable, highly organized and independent. Able to effectively coordinate tasks to accomplish projects with an excellent familiarity in various computer software.

Work Experience

Zoni Language Center / Student Service Representative (2018 - 2019)

- Provided outstanding student service to new and long-standing customers by attending closely to concerns and developing solutions
- Prepared and filled financial statements such daily closing and others
- Provided full Japanese to English/ Spanish translation services
- Bring information about courses and focusing on closing sales

English for a Better Future / Community manager (2019/2020)

- Setting and implementing social media and communication campaigns to align with marketing strategies.
- Providing engaging text, image and video content for social media accounts
- Responding to comments and customer queries.
- Editing books and other interactive sources for the school.
- Setting up online classes and bring tech support to current and new students

Prestige Home USA/ Executive Assistant (2020)

- receiving orders and creating invoices.
- Updating payment status and follow up
- Updating database with new items and items in stock.
- Answering phone calls and emails to bring solutions to customers with their order quires
- Scheduling delivery dates

Tristate Cooling Corp/ Personal (Administrative) Assistant (2020 - 2021)

- Processing payroll thought ADP
- Receive Work Orders and create invoices through Quickbooks
- Give support and solving issues of any kind
- Prepare financial reports such as Open Invoices report, Monthly cashflow report
- Keep the agenda and scheduling appointments
- Fill out loan applications, grant applications such as PPP loans SBA disaster loans, and other capital loans.
- Translations services
- Book flights and stays for executives
- manage payment schedules
- support the account receivable areas