

Emi Tyiska

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LinkedIn: www.linkedin.com/in/emityiska

Languages: English, Japanese

Education / Certificate

Western New England University, Springfield, MA

2013-2017

Accredited by the Association to Advance Collegiate Schools of Business (AACSB)

Bachelor of Science in Business Administration

Major: International Business

Hiro-Gakuen High School

Tokyo, Japan

Focus in Mathematics & Science

Google Data Analytics Professional Certificate

September 2021- current

Sponsored by Google (Coursera)

(Anticipated completion – January 2022)

This course develops proficiency in the following languages:

- R
- SQL
- Excel

Other Certificates and Courses

Sololearn

- SQL
- CSS/CSS3
- HTML 5
- Responsive Web Design

Certification Issued November 2021

Certification Issued July 2021

Certification Issued July 2021

Certification Issued July 2021

Udemy

- Programming 101 course
- Web Development Bootcamp (HTML/CSS/ JavaScript)
- JavaScript Course from Zero to Expert (JavaScript)

January 2020-February 2020

March 2020-June 2020

June 2020-August 2020

Professional Experience

Covington & Burling LLP, Washington, District of Columbia

November 2019- Current

Legal Secretary II

- Provide detailed and high-level secretarial/administrative support in a Secretarial Service Center (SSC).
- Organize and process client billing information.
- Aid data analytics by developing cumulative and monthly billable time reports via Excel.
- Coordinate all aspects of lawyers' travel arrangements (domestic and international) and prepare travel itineraries; monitor and process travel reimbursements in a timely manner.
- Utilize iManage document management system effectively as a central repository for all matter related documents.
- Establish and maintain records of documentation in a searchable electronic formats.
- Prepare New Business Matter and updates list of client/matter codes and follow through on all client matters.
- Foster an atmosphere of teamwork and cooperation.
- Provide coverage to other SSC's when they reach capacity and volunteer for overflow work assignments when appropriate.
- Schedule client meetings via CovReservations.
- Register Firm guests through Covnet.
- Maintain Outlook calendar and monitor crucial due dates for lawyers as required.
- Answer phones and direct callers as required.
- Receive, register and assist visitors as required.
- Type, revise and proofread general correspondence, memos, legal documents, reports in Excel, etc. from various sources (e.g., handwritten notes, tape dictation).
- File hard copy data and documents as necessary in a timely manner.
- Use Records Management System to process files for storage and retrieval.
- Maintain lawyers' time in 3E, proofread and submit finalized time to Accounting on a daily basis.

Kizuna Across Cultures, Washington, District of Columbia
Accounting Assistant

November 2019-Current

- Lead the monthly spending meeting forecast future spending based on the data collected in spreadsheet
- Input and update all transactions into Quickbooks monthly
- Assist KAC Accountant with the preparation of documents and reports necessary for filing yearly taxes, and creation of Financial Statement of Activities.
- Prepare financial reports and documents as requested by KAC Accounting team.

Metroplex IP Law Group, Washington, District of Columbia
IP Administrative Assistant

March 2018- November2019

- Responsible for the preparation of 200+ IP documents; multi-tasking in e-filing with the USPTO and reporting the case results to the clients.
- Inquiries with the Patent and Trademark Office records, regarding general legal researches, summarize and analyze patent regulations data collected.
- Attend Docketing system such as Patricia software events.
- Tutor staff including attorneys and assistance on Software with self-developed PowerPoint presentations.
- Prepare legal correspondences.
- Coordinate with USPTO examiners to furnish required case data and documentation.
- Compose legal documents for attorneys.
- Arrange meetings, appointments, and travel arrangements for staff attorneys and the executive members.
- Develop a proficiency in Patricia software docketing system and facilitate the education of the team.

The Global Language Network, Washington, District of Columbia
Recruitment and Outreach Coordinator (Leadership Fellowship)

June 2017- September 2017

- Coordinate and correspond with 50+ teachers and over 450+ students via email, phone, and in person to settle disputes and clarify logistical errors during GLN's largest summer and fall semester with over 400 classes.
- Assist and implement outreach strategies that actively engage cultural community groups and organizations, including student organization from George Washington University, American University, etc.
- Promote GLN by attending external events such as Citi Open, network with potential clients and articulate a solid understanding of GLN's history, portfolio, programs and campaigns it offers.
- Assist GLN outreach efforts to recruit students, teachers, and volunteers from diverse backgrounds.
- Facilitate the development of the Japanese program.
- Ensure to meet clients' needs by providing high-quality customer service.
- Develop training program for new fellows and interns with the program coordinator/supervisor.
- Support online class registration related processes as well as general office duties.
- Manage and input data from Google Sheets and PowerPoint into the official Global Language Network database to maintain accurate record keeping for measurement of growth analytics and ease of transition for future staff and volunteers.

GDH Law, Lanham, MD
Social Media Marketing Intern

May 2017- August 2017

- Present large data sets in a digestible manner for interpretations.
- Assist the law office in the development and implementation of its marketing, and business development.

Grand Hyatt, Tokyo, Japan
Waitress

June 2016- August 2016

- Provide professional customer service to hotel guests at a premier tourist location.
- Coordinate-bridal parties and ensure all tables receive services as requested.

Western New England University, Springfield, MA
Polling Institute, Interviewer

September 2016 – May 2017

- Call local residents to survey their political opinions.
- Present data from calls in a manner easily processed by management.

Volunteer / Student Activities

Western New England University, Springfield, MA

International Club, Public Relations

2016-2017

Active executive member overseeing public relations, coordinating events, as well as creating flyers and sharing information with club members on social media platform.

Entertainment Committee for World Festival

2016

Coordinate the multicultural campus event and contacted outside performers/ international restaurants to participate to have students engage with different cultures.

United and Mutually Equal –Multicultural Club

2013-2017

- Assist with the World Festival campus event and Admissions Open House.
- Coordinate educational events for students to recognize the differences among students and ensure that each students with different background and beliefs feel respected, and accepted.

International Language Institute, Northampton, MA

Fall 2017

Work as a volunteer on social media marketing using Google Analytics application.