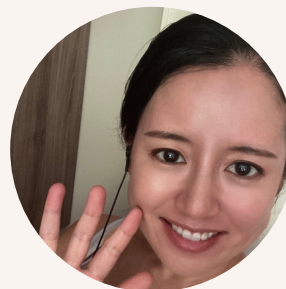


Ayaka MAJAULT- YUMOTO



WORK EXPERIENCE



Assistante Administrative
(permanent contract)
/ Foreign public institution
/ 50-99 employers

Embassy of Japan in France, Paris
February 2017 to February 2022

- Reception, information and orientation of visitors (public, partners) in Japanese, French and English
- Calling reception, management and orientation of calls
- Guaranteeing a quality service to users and seeking continuous improvement of the service provided (within the framework of the reception quality certification process) and in particular: identifying the unexpressed needs of users, proposing avenues for improvement, transmitting relevant information leading to solutions for improvement, cooperating with other services in order to guarantee a local approach but also a global quality service
- Translation of articles and reports on the evolution of delinquency and crime in France



Administrative Secretary
(replacement of maternity leave)
/ Foreign public institution
/ 15-20 employers

Permanent Delegation of Japan to UNESCO, Paris

January to May 2016

- Administration, Secretariat
- Diplomatic correspondence, drafting of verbale notes and other diplomatic letters (in English and French), liaising with the UNESCO Secretariat and other diplomatic delegations, researching information on various UNESCO matters under the direction of the diplomatic staff.

CONTACT

LinkedIn Profile:

<https://www.linkedin.com/in/amajault/>

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Rambouillet FRANCE



**Take a look at
my portfolio**



WEB SKILLS

- Microsoft Office
- Adobe Photoshop, Illustrator, Premiere Pro,
- Figma
- Github
- HTML/CSS/Sass
- javascript
- React
- Node.js
- WordPress
- Bootstrap



Logistic Manager
(permanent contract)
/ E-commerce
/ 1-3 employers

Puloma.com (Exa Partners), Paris, France
July 2011 to April 2012:

- Reception for visitors, information and orientation of visitors (public, partners) in Japanese, French and English
- Website management (Magento, WordPress)
- Japanese Customer Service Manager, Sales Management
- Translation and localization of the website (French-English-Japanese)
- SEO, Digital marketing (Mailchimp, Google Analytics)



LANGUAGES

- **Japanese: Mother tongue**
- **English: Read, Written, Spoken, Fluent/Working Language**
- **French: Read, written, spoken, fluent/Working language**

EDUCATION



Fullstack Web developer (RNCP, the National Directory of Professional Certification in France)

Institution: **OpenClassrooms**
Graduation: 2023



English as Foreign Language - E.F.L. and Customer Service Practitioner

Institution: **Peterborough Regional College, Peterborough, Royaume-Uni**
Graduation: 2004



Bachelors of Arts (B.A.) in Foreign Language and Culture

Institution: **University of Kokugakuin, Tokyo**
Graduation: 2003



ESOL Intensif

Institution: **Rotorua Polytechnics et Rotorua Girls High School, Rotorua, Nouvelle Zélande**
Graduation: 1997



OTHER SKILLS

- TCF-French level B2 (2019)
- Professional French DFP B2 (CFP 2), Chambre de Commerce et d'Industrie de Paris(2011)
- Secretary Certificate (Level2) in Japan (2002)



INTERESTS

Travel / Korean culture / French history / Paper decoration / Japanese cuisine / Bicycle