

MICHAEL AKIYAMA

Project Manager



CAREER OBJECTIVE

Opportunity seeker with 10+ years of experience working in professional settings in various roles ranging from recruitment and customer service to finance and project management. Looking to leverage my broad spectrum of skills, welcoming personality and professional background to add value to my next work home.



EXPERIENCE

PROJECT MANAGER

Northland Controls / September 2020 - Present

- Manage 5-10 projects at any given time with various degrees of scope complexity, client requirements and financial constraints
- Mitigate potential issues through extensive planning, project scheduling, design review and cross department collaboration
- Adhere to customer standards and budget targets through successful negotiation with vendors and regional partners
- Coordination with team members across the US and in the APAC/EMEA regions
- Monitor and track job costs, crew resources, and materials

PROJECT COORDINATOR

Northland Controls / January 2019 – September 2020

- Supported highest profitable team in the company assigned to our largest and most demanding customer
- Onboarded new Project Managers to client account by securing site access, equipment and training completion follow up
- Managed minimal scope to complex proof of concept projects from cradle to grave
- Added value by creating more efficient processes, organized documentation, and enhancing client specific Sharepoint site
- Requested by direct and upper management to participate in process modification initiatives and revisions
- Assisted and answered procedural questions for remote team members and Northlanders in APAC and EMEA regions



CONTACT

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Location:

Newark, CA

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SOFT SKILLS

Empathetic Listener

Team Oriented

Goal Focused

Solution Driven



HARD SKILLS

Google Suite

Microsoft Office 365

Sharepoint



EDUCATION

Culinary Institute of America

West Valley College

Saratoga, CA

Leland High School

San Jose, CA

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CONTINUED EXPERIENCE

ACCOUNTS PAYABLE

Associated Services / December 2017 – January 2019

- Full cycle accounts payable
- Reviewed AP invoices for accuracy and authorization
- Tracked customer payment and resolved account discrepancies
- Prepared and processed business property taxes for 15 counties
- Supported Financial Accounting Manager

BILLING ASSISTANT

Hopkins & Carley / September 2015 – September 2017

- Supported Billing Coordinator in various responsibilities

INTAKE COORDINATOR

Hopkins & Carley / October 2012 - September 2015

- Completed conflicts requisitions for incoming clients and new parties

RECORDS SPECIALIST

Hopkins & Carley / September 2011 – October 2012

- Supported Real Estate and Corporate department with records

CULINARY INTERN

Google / March 2011 – May 2011

- Cooked in 6 different campus restaurants and dining facilities

STUDENT

Culinary Institute of America / August 2010 – March 2011

- Enjoyed learning everything and anything about the culinary arts

SERVICE MANAGER

Delectables Events & Catering / April 2008 – July 2010

- Managed, trained and motivated service team

ASST. EVENT SPECIALIST

The Stuart Rental Company / February 2008 – April 2008

- Supported Senior Event Specialist

ACCOUNT MANAGER / RECRUITER

Venturi Staffing Partners / December 2006 – January 2008

- Managed requisition process and recruitment, including sourcing, evaluations, interviews and employee onboarding



HOBBIES

Cooking and baking

Sketching and
design

Foreign language



GOALS

Career

Development

Enhance Skill-set

Help Others