**Minami Imoto**

**Home Address**: 1-20-25 Nagahama, Kanazawa, Yokohama, Kanagawa, Japan

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Personal Profile

* Excellent written and verbal communication skills in Japanese, as well as full fluency in English.
* Strong knowledge and skills in accounting and costing analysis, in addition to thinking through alternatives utilizing the MBM framework.
* Good team player, experienced in working flexibly with a wide variety of colleagues and stakeholders.
* Fully competent and proficient in the use of software packages such as MS Office and SAP.

Work Experience

2015 Jun – Present Molex, LLC Tokyo, Japan

Financial Department: Costing and Accounting

* Developing financial forecasts and income statements, in addition to preparing reports analyzing and making recommendations on addressing divergences of the above.
* Supporting other departments as well as plant staff through analysis of cost saving activities and alternative investment options and suggestions.
* Aiding decision making with sensitivity, marginal, trend, break-even, and cost-profit analyses while building strong relations with senior management.
* Analyzing and updating transfer prices for over 3,000 materials in correspondence with counterparts all over the globe.

2014 Apr – 2015 May SGH GLOBAL JAPAN CO. LTD. Tokyo, Japan

Business Management Development

* Conducted customs declarations for imports, processing the documents and reaching 99.9% accuracy as a team.
* Provided customer support for both international and Japanese customers on a timely basis.

Activities and Community Involvement

2011 Apr – 2014 Mar Diamond Inc., Tokyo, Japan – News Reporter Intern

* Responsible for reporting on student achievements on Diamond’s website in a wide range of areas.
* Managed the ‘International Department’ team, overseeing the contributions of 10 students per year.

2011 Apr – 2014 Mar Dance Society - Meijigakuin University - Team Leader and Choreographer

* Staged dance performances, creating choreography in cooperation with four other team leaders and in the process managing more than 100 team members.

2012 Aug Volunteer for 3.11 Earthquake, Miyagi Prefecture, Japan

* Taught English and mathematics to students of a diverse range of ages, backgrounds and abilities.
* Heavily involved in cleanup activities for damaged houses and schools.

EDUCATION

2007 Apr – 2010 Mar Nihon University Fujisawa High School Kanagawa, Japan

2010 Apr – 2014 Mar Meijigakuin University Tokyo, Japan

International Department, International Business Course

* Studied a broad range of business areas including macro- and microeconomics, statistics and financial regulation and corporate governance.

2012 Sep – 2013 Jun Oxford Brookes University, United Kingdom - Exchange Program

* Took a number of accounting classes, in addition to modules on film, world history and linguistics in order to broaden my intercultural understanding.
* Developed confidence in public speaking through presentations, including one on the theme of effective study methods for 50 overseas students.

2014 Jan – 2014 Sep California State University East Bay - Extension Course

Accounting and Business

* Took a wide range of courses designed to support and aid in the acquisition of CPA qualifications including advanced accounting, auditing, business law and taxation.

Additional Information

* Hobbies and interests include sports and dancing, swimming and snowboarding, in addition to playing piano, saxophone, clarinet and drums.