




UI designer adept in supply chain management and photography. Team player, creative, and versatile in meeting project needs while building strong connections with colleagues and clients alike. Offers flexibility with changing priorities and an eye for detail, modern, minimalistic and tasteful design.

 mina.okamura@gmail.com

 262-527-1071

 Los Angeles, California

 www.linkedin.com/in/minaokamura



- www.minaokamura.io
- www.behance.net/minaokamura
- www.etsy.com/shop/MOPhotographyPrints

TOOLS

- Sketch
- InVision
- Flinto
- Balsamiq
- Lightroom
- Photoshop

SKILLS

- Visual Design
- UX Design
- Prototyping / Wireframing
- Branding / Visual Design
- Frontend Web Development
- Usability & A/B Testing
- Competitive Analysis
- User Personas
- Style Guides
- Web & Mobile Design
- Supply Chain Management
- Sourcing
- Business Development
- Social Media Management
- Professional Photography

EDUCATION

CareerFoundry

Certification in UI Design

02/2020 - 01/2021

University of Wisconsin - Madison

BA in Sociology

8/2008 - 12/2011

LANGUAGES

- English (Fluent)
- Japanese (Fluent)

EXPERIENCE



COPYEDITOR - BILINGUAL

TASTEMADE | SANTA MONICA, CA | 02/2020 - PRESENT

- Work with US-based team to manage Tastemade Japan’s programming.
- Copy-check assets, from ensuring that captions are spelled correctly to ensuring that localized content adheres to US standards of grammar.
- Work alongside Content team to ensure all content is published free of mistakes and adheres to brand voice and image guidelines, and oversee creative assets associated with particular content on a daily basis.



SOCIAL MEDIA SPECIALIST

TOIRO KITCHEN | Los Angeles, CA | 7/2019 - 4/2020

- Managed the company’s social media including Instagram, Facebook and company website. Strategized media outreach to optimize the customer base.
- Developed product pages for all goods on the company website.
- Processed orders and managed fulfillment methods for all customers.



SUPPLY CHAIN MANAGER / BUYER

BOKKSU | New York City, NY | 1/2017 - 5/2019

- Managed a staff of planning, procurement, fulfillment personnel to optimize product inventory on a reliable and cost-effective basis.
- Hired and trained new employees of Supply Chain Team.
- Planned monthly subscription themes 3 months in advance and led the team in curating the box.
- Built, improved and maintained world-class supply chain systems as a liaison between the team and 3PLs based out of Tokyo and Osaka.
- Built and maintained business relationships with Japanese snack and tea manufacturers based in Japan.



CREDIT RISK SPECIALIST / ADMIN ASSISTANT

MUFG BANK | New York City, NY | 2/2015 - 11/2016

- Managed and validated databases related to financial information of the Asian Corporate Banking East customers (approximately 120 accounts).
- Processed business expenses, as well as managing other general administrative tasks (checking Call Memos, managing/ordering office supplies, settling bills, etc.)



PUBLIC RELATIONS SPECIALIST

TOYOTA MOTOR CORP. | AICHI, JAPAN | 4/2012 - 8/2014

- Wrote press releases, Q&A and covered events hosted by the company in which Mr. Akio Toyoda, CEO, was in attendance.
- Overlooked and managed European and Australian media inquiries, as well as executing public relation activities in coordination with TME and TMCA.
- Conducted interviews with international reporters.