MIRIAN SEIKO KIMURA

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Portfolio: https://miriankimura.github.io/

EMPLOYMENT HISTORY

(LOCALIZATION) PROJECT MANAGER   **April/ 2019 – Present**
At IPSOS NORTH AMERICA (VANCOUVER/ CANADA)

- Independently manage around 40 global online projects from end-to-end (from Google, Amazon, Microsoft, Nestlé, Coca-Cola and other Fortune 500 companies) on an annual basis, averaging 5 multi-country projects at any given time
- Develop and track project plans or roadmaps related to localization with a hybrid approach and industry's best practices
- Closely monitor the localization plan, milestone/delivery schedule, budget/P&L, quality assurance, ensuring that all assigned projects are meeting target objectives and client needs on time and within budget
- Knowledgeable about localization tools (CAT, TM, Machine Translation, Translation (XML file) Management System, Glossary) and about types of translation that better fit the project's needs and budget
- Experience with using Developer tools (Visual Studio Code and MySQL)
- Work daily with multiple teams across the organization and the globe: Client Service (Account Managers and Directors), Research Managers/Analysts, Scriptwriters/Programmers/Developers, other Project Managers, Language Specialists and localization suppliers, from Canada, United States, Costa Rica, Romania, India etc.
- Strong point of contact between all stakeholders involved in the project
- Perform agile practices when there are impediments or when specifications or priorities change, avoiding scope creep and adapting to business changes in a timely manner
- Ability to identify and assess ongoing risks, potentializing the opportunities and having pre-emptive responses for threats
- Collaborate with input and insights for cross-functional teams when a new project is being designed

Performance metrics: 128 projects completed since 2019; each project having an average of 60% of GM and 40% of OP

Internal Customer Satisfaction rating (scale of 1 to 10 points): average of 9.7 points in 2020

9 out of 9 SMART goals completed (from 2019 to 2021)

4 Awards

BILINGUAL MARKET RESEARCH CODER   **Sep/ 2017 – April/ 2019**
At IPSOS NORTH AMERICA (WINNIPEG/ CANADA)

- Managed on average 10 projects at any given time, from job request to deliverable: including schedule and budget
- Managed the coding process for global projects in multiple languages
- Worked daily with multiple teams (Research Analysts, Data Analysts and Project Managers) to deliver valuable data as a company to the end-client
- Generated crosstabs (analysis of variables) with insights for internal client and end-client to refer
- Managed the outsourced work with vendors and external parties, coordinating the deliveries to add value to the project outcome
- Worked well independently and as part of a larger team

MARKET INTELLIGENCE ANALYST   Jan/ 2016 – Jun/ 2017
At NISSIN FOODS DO BRASIL (SAO PAULO/ BRAZIL)

- Managed large databases, through BI and ERP systems, ensuring data accuracy
- Delivered reports on the company's overall performance and insights on a daily and monthly basis, presenting inventory level and sales (sell-in) figures versus the targeted budget for management and operations teams to review and follow up
- Provided sales performance and opportunities report monthly, presenting the sell-out of major retail chains for sales team to follow up
- Knowledgeable about ERP modules (Finance and Accounting, Order, Inventory management) for data analysis, payment, vendor management purposes
- Prepared all shipping documents of products (samples) to be sent over to offices located overseas for market research purposes
- Assisted the Marketing Area Head with managerial tasks and with interpretation/translation, constantly participating in upper management meetings and also touching base with all marketing related areas such as Sales, S&OP, Merchandise, CSR and third parties (advertising agencies)

MANAGEMENT ASSISTANT (ECONOMICS RESEARCH)   Jul/ 2014 – Jan/ 2016
At JAPAN EXTERNAL TRADE ORGANIZATION (SAO PAULO/ BRAZIL)

- Provided overview reports for publication purposes on annual basis, regarding major agricultural commodities that are exported from Brazil to Japan (coffee, orange juice, poultry meat, soybean etc.)
- Provided information on domestic market, supply chain and customs regulation for Japanese companies to facilitate and promote the commercial trade between Japan to Brazil
- Estimated Brazil's import tariffs of a wide range of products (from agricultural commodities to manufactured goods), based on the HS Code/ NCM (MERCOSUL)
- Helped on managing and controlling the department's fiscal year budget
- Prepared all shipping documents and paperwork of requested materials and publications to be sent over to the two libraries located in Japan

WORKING TOOLS

PROJECT MANAGEMENT INFORMATION SYSTEM (PROJECTLIBRE AND NEXT WORKBENCH), TRANSLATION (XML FILE) MANAGEMENT SYSTEM (IPSOS ITA), CAT (SDL TRADOS), MACHINE TRANSLATION, TRANSLATION MEMORY, EXCEL, WORD, POWERPOINT AND OUTLOOK (MS OFFICE PACKAGE), BUSINESS/ DISTRIBUTION INTELLIGENCE SYSTEMS (EXECPLAN, NEOGRID, ACCERA), ERP SYSTEM (TOTVS), DATABASE MANAGEMENT SOFTWARE (MYSQL) AND CODING SOFTWARE (ASCRIBE)

LANGUAGE SKILLS

JAPANESE (BUSINESS LEVEL), PORTUGUESE (BUSINESS LEVEL), ENGLISH (BUSINESS LEVEL) AND SPANISH (ADVANCED LEVEL)

EDUCATION

Project Management Professional certificate (PMI-PMP)®   2021
Advanced MS Excel certificate / Impacta School (Brazil)   2016
International Business certificate/ Abinee (Brazil)   2015
International Agriculture and Food Studies/Tokyo University of Agriculture (Japan)   2010-2014
    Thesis title: Assessment of Brazilian Soybean Processed Products by Japanese Consumers in Tokyo

Linguistics and Literature Studies/ Sao Paulo State University (Brazil)   2006-2010
    Thesis title: Influence of Japanese culture on the language usage by Japanese descent Brazilian