

# MIRIAN SEIKO KIMURA

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GitHub: <https://miriankimura.github.io/>

## EMPLOYMENT HISTORY

### SENIOR PROJECT MANAGER

Previous position: Project Manager

previous position: Bilingual Market Research Clerk

**At IPSOS NORTH AMERICA (VANCOUVER/ CANADA)**

**Apr/ 2023 – Present**

Apr/ 2019 – April/ 2023

Sep/ 2017 – April/ 2019

- Make things happen by turning plans into reality
- Independently manage around 40 global projects from end-to-end on an annual basis, averaging 5 projects at any given time
- Develop and track project plans with a hybrid (waterfall and agile) approach
- Closely monitor the project plan, schedule, budget/P&L and quality, ensuring that all assigned projects are meeting client's needs in full
- Knowledgeable about project management tools (PMIS, Kanban, MS Excel, MDD Management System, QA/issue log)
- Work daily with multiple teams across the organization and the globe: Research Analysts, Account/Product Managers, Directors and VPs, Programmers/Developers, other Project Managers and vendors
- Main 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
- Ability to identify and assess ongoing risks, potentializing the opportunities and having pre-emptive responses for threats
- Collaborate with inputs for cross-functional teams when a new project is being designed
- Work with other operation teams to improve processes - Kaizen

KPIs: Around 160 projects delivered since 2019 with an average of 60% GM and 40% OP for each project

Client satisfaction score: 9.6 (out of 10 points) in 2022

12 out of 12 SMART goals completed (from 2019 to 2022)

Won 5 Internal awards for outstanding performance

### MARKET INTELLIGENCE ANALYST

**Jan/ 2016 – Jun/ 2017**

**At NISSIN FOODS DO BRASIL (SAO PAULO/ BRAZIL)**

- Delivered analytical reports on the company's performance along with insights on a daily and monthly basis, presenting inventory level and sales (sell-in) figures versus the budget target for management and sales team to review and follow up
- Provided sales performance/market report monthly, presenting the sell-out of major retail chains for sales team to follow up
- Knowledgeable about data analysis/management tools (BI, DI, MS Excel, MySQL) and ERP modules (Finance and Accounting, Order, Inventory Management)

- Assisted the Marketing Area Head with managerial tasks and with interpretation, constantly participating in upper management meetings, communicating daily with all marketing related areas such as Sales, S&OP, Merchandise, CSR, external partners (Kantar, Nielsen, Execplan, Neogrid) and advertising agencies (Dentsu, F/Nazca Saatchi & Saatchi)

#### **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 to Japan from Brazil (coffee, orange juice, poultry meat, soybean etc.)
- Provided information about the 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 for a wide range of products (from agricultural commodities to manufactured goods), based on the HS Code/ NCM (Mercosul)
- Helped to manage and control the department's fiscal year budget
- Prepared shipping documents and paperwork to send books and research materials to the two libraries located in Japan

#### **EDUCATION**

<i>PROJECT MANAGEMENT PROFESSIONAL certificate (PMI-PMP)®</i>	2021-2024
Advanced MS Excel certificate / Impacta School (Brazil)	2016
International Business certificate/ Abinee (Brazil)	2015
International Agribusiness /Tokyo University of Agriculture (Japan)	2010-2014
Linguistics and Literature / Sao Paulo State University (Brazil)	2006-2010

#### **WORKING TOOLS**

Project Management Information System (Projectlibre, Microsoft Project and Next Workbench), Kanban (Trello), MS Office Package (Excel, Word, PowerPoint And Outlook), Business/ Distribution Intelligence Systems (Execplan, Neogrid, Accera), Erp System (Totvs and SAP), Database Management Software (MySQL), MDD/Translation Management System (Ipsos Ita), CAT (SDL Trados), verbatim analysis software (Ascribe) and Coding software (Visual studio code)

#### **LANGUAGE SKILLS**

Native level: English, Japanese and Portuguese / Intermediate level: Spanish / Beginner level; French