

# MIRIAN SEIKO KIMURA

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## EMPLOYMENT HISTORY

### **PROJECT MANAGER**

**April/ 2019 – Present**

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

- Manage 30 to 40 global online projects (from Google, Amazon, 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 translation and localization with a hybrid/agile approach
- Closely monitor the project plan, delivery schedule/timeline, budget/P&L, quality assurance, ensuring that all assigned projects are meeting target objectives and client needs on time and within budget
- 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 and vendors, from Canada, United States, Costa Rica, Romania, India etc.
- 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 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 on estimates (costs/timing) and other input for internal clients when a new project is being designed

Performance metrics: 83 projects completed in 2019 and 2020; 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

6 out of 6 SMART goals completed so far (2019 and 2020)

3 Internal Award

### **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 final delivery; including schedule and budget management
- Managed the coding process for global projects in multiple languages
- Worked closely 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) for internal client and end-client to review
- Managed the outsourced work with vendors and external parties, coordinating the deliveries to add value to the internal 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
- 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 his managerial tasks and with 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

#### **OFFICE INTERN**

**Jun/ 2013 – Feb/ 2014**

**At PEOPLESEARCH (TOKYO/ JAPAN)**

- Assisted the Country Head on coordinating the office's activities and operations, being compliant with the headquarters' policy
- Managed fixed assets and purchased office supplies
- Managed invoices, being the point of contact between the Finance/Accounting Headquarter in Singapore

#### **OTHER WORK EXPERIENCE**

<b>Volunteer at the Japanese Cultural Association of Manitoba (Winnipeg/ Canada)</b>	<b>2018-2021</b>
<b>Freelance Translator at NHK ENTERPRISE INC. (Tokyo/ Japan)</b>	<b>2014</b>
<b>Freelance Interpreter at CKC CORPORATION (Ehime/ Japan)</b>	<b>2012</b>

#### **WORKING TOOLS**

EXCEL, WORD, POWERPOINT AND OUTLOOK (MS OFFICE PACKAGE), BUSINESS/ DISTRIBUTION INTELLIGENCE SYSTEMS (EXECPLAN, NEOGRID, ACCERA), ERP SYSTEM (TOTVS), PROJECT MANAGEMENT INFORMATION SYSTEM (PROJECTLIBRE AND NEXT WORKBENCH), DATABASE MANAGEMENT SOFTWARE (MYSQL), CODING SOFTWARE (ASCRIBE), SCRIPTING/MDD FILE MANAGEMENT SOFTWARE (ITA)

#### **EDUCATION**

<b>Project Management Professional certificate (PMI-PMP)®</b>	<b>2021</b>
<b>Advanced MS Excel certificate / Impacta School (Brazil)</b>	<b>2016</b>
<b>International Business certificate/ Abinee (Brazil)</b>	<b>2015</b>
<b>Business Communication/ Pan Pacific College (Canada)</b>	<b>2013</b>

Short-term course about English for Business Communication

**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