

MIRIAN SEIKO KIMURA

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Portfolio: <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

- Independently manage from end-to-end the localization component for online projects, resulting in (average) 60% of gross margin and 40% of operating profit per project (project budgets varying from 5K to 150K USD)
- Deliver around 40 projects on annual basis, having a client satisfaction score (iCSM) of 9.6 points out of 10 points in 2022 (having maintained an average of 9.59 points during the past 4 years)
- Develop and track project progress that involves work packages, schedule, profit & loss and quality. And report progress and portfolio status to direct Manager on daily meetings
- Manage the Quality Assurance testing of the localized online products, troubleshooting as needed
- Perform agile practices when there are impediments or when specifications or priorities change, avoiding scope creep
- Collaborate with cross-functional teams across the organization (Scripters, Researchers/Account Managers, Data Processing Analysts and other PMs), being in constant communication with project stakeholders
- During project life time and post-mortem, promote knowledge sharing and communication transparency between project members with a Kaizen (continuous improvement) approach
- Write technical manuals and process guidelines and present project cases with insightful information, promoting best practices within department
- Perform administration tasks, process invoices from vendors/freelancers, reconcile hours worked on projects by teammates and freelancers, answer inquiries and provide quotation/insights to internal clients when a project is being designed
- Skilled in project management software and tools, like Kanban, Project Management Information (Next Workbench). And proficient in business intelligence/data analysis systems, such as ERP and BI, and in Microsoft Suite (Excel, Word Doc, Power Point and Outlook)
- 1 promotion, 5 recognition awards and a PMP certification (acquired in 2021)

MARKET INTELLIGENCE ANALYST

Jan/ 2016 – Jun/ 2017

At NISSIN FOODS DO BRASIL (SAO PAULO/ BRAZIL)

- Wrote analytical reports on the company's overall performance and insights on a daily and monthly basis for management and operations teams
- Shared sales report monthly, monitoring company's market share for the sales team

- Managed internal databases, through ERP and Business Intelligence systems, ensuring the accuracy of the data
- Assisted the Marketing Area Head with managerial tasks and with interpretation, constantly participating in upper management meetings, communicating daily with all marketing related departments such as Marketing, Sales, S&OP, Merchandise, Customer Relations, Production (factory), external vendors (Kantar, Nielsen, Ipsos, Execplan, Neogrid) and advertising agencies (Dentsu, F/Nazca Saatchi & Saatchi)
- Prepared all shipping documents of products (samples) to be sent over to offices located overseas for market research purposes

**MANAGEMENT ASSISTANT (ECONOMICS RESEARCH)
At JAPAN EXTERNAL TRADE ORGANIZATION (SAO PAULO/ BRAZIL)**

Jul/ 2014 – Jan/ 2016

- Researched and gathered data on Brazil's economy, main markets and industries from reliable resources to supply Managers
- Researched information and data about the domestic market, supply chain and customs regulation to share informed analysis with Japanese companies, promoting the commercial trade between Japan and Brazil
- Wrote analytical reports for publication purposes on annual basis, regarding major agricultural commodities that were exported to Japan from Brazil (e.g., coffee bean, orange juice, poultry meat, soybean etc.)
- Estimated Brazil's import tariffs and taxes 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 published materials to the two libraries located in Japan

EDUCATION

<i>PROJECT MANAGEMENT PROFESSIONAL certificate (PMI-PMP)®</i>	2021-2027
Advanced MS Excel certificate / Impacta School (Brazil)	2016
Bachelor degree in International Agribusiness /Tokyo University of Agriculture (Japan)	2010-2014
Bachelor degree in Linguistics and Literature / Sao Paulo State University (Brazil)	2006-2010

LANGUAGE SKILLS

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