

MIRIAN SEIKO KIMURA

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

EMPLOYMENT HISTORY

SENIOR PROJECT MANAGER

April/ 2019 – Present

At IPSOS NORTH AMERICA (VANCOUVER/ CANADA)

- 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 related with a hybrid (waterfall and agile) approach
- Closely monitor the project plan, delivery schedule, budget/P&L, quality assurance (testing), ensuring that all assigned projects are meeting client's needs on time
- 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: Client Service (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

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

iCSM score: 9.5 points in 2021 and 9.6 in 2022

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

5 Applause/shout-out 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 delivery
- Coded verbatim from global surveys in multiple languages, generating quantitative data package for analysis
- Generated crosstabs of the coded data for internal/end-clients
- Knowledgeable about verbatim analysis and data generation tools (coding software, MS Excel)
- Worked in cross-functional teams with Research Analysts, Data Analysts and Project Managers to deliver valuable market data as a company to the end-client
- Coordinated the outsourced coding work
- 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)

- 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/opportunities 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

WORKING TOOLS

PROJECT MANAGEMENT INFORMATION SYSTEM (PROJECTLIBRE, MS PROJECT, TRELLO AND NEXT WORKBENCH), MDD/TRANSLATION MANAGEMENT SYSTEM (IPSOS ITA), CAT (SDL TRADOS), EXCEL, WORD, POWERPOINT AND OUTLOOK (MS OFFICE PACKAGE), BUSINESS/ DISTRIBUTION INTELLIGENCE SYSTEMS (EXECPLAN, NEOGRID, ACCERA), ERP SYSTEM (TOTVS), DATABASE MANAGEMENT SOFTWARE (MYSQL), VERBATIM ANALYSIS SOFTWARE (ASCRIBE) AND CODING SOFTWARE (VISUAL STUDIO CODE)

LANGUAGE SKILLS

JAPANESE (NATIVE LEVEL), PORTUGUESE (NATIVE LEVEL), ENGLISH (BUSINESS LEVEL) AND SPANISH (INTERMEDIATE LEVEL)

EDUCATION

<i>Project Management Professional certificate (PMI-PMP)®</i>	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
Linguistics and Literature Studies/ Sao Paulo State University (Brazil)	2006-2010

Project Management Institute

THIS IS TO CERTIFY THAT

Mirian Seiko Kimura

HAS BEEN FORMALLY EVALUATED FOR DEMONSTRATED EXPERIENCE, KNOWLEDGE AND PERFORMANCE
IN ACHIEVING AN ORGANIZATIONAL OBJECTIVE THROUGH DEFINING AND OVERSEEING PROJECTS AND
RESOURCES AND IS HEREBY BESTOWED THE GLOBAL CREDENTIAL

Project Management Professional (PMP)®

IN TESTIMONY WHEREOF, WE HAVE SUBSCRIBED OUR SIGNATURES UNDER THE SEAL OF THE INSTITUTE



Tony Appleby
Chair, Board of Directors



Sunil Prashara
President and Chief Executive Officer



PMP® Number: 2996306
PMP® Original Grant Date: 06 April 2021
PMP® Expiration Date: 05 April 2024

