

MANA NAKANO

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EDUCATION

University of California, Los Angeles

Bachelor of Arts in Political Science

Concentration: International Relations

Bachelor of Science in Statistics and Data Science

Los Angeles, CA

Oct. 2020 - Jun. 2024 (anticipated)

EXPERIENCE

Taka Hair Salon

Front Desk Receptionist

Los Angeles, CA

Oct. 2020 – present

- Managed inbound calls and fulfilled clients' needs and requests in a fast-paced environment.
- Performed on-spot translations to communicate with clients and stylists in person, over the phone, or through email.
- Translated multiple texts from Japanese to English and vice versa, constantly communicating accurate information for our clients.
- Settled discrepancies in both a clerical and in-person setting promptly.

Tasty Design Studio

Event Coordinator

Los Angeles, CA

Sep. 2023 – present

- Assisted in collaborating with different teams to identify event objectives and requirements.
- Assisted in managing the on-site setup, execution, and breakdown of events.
- Served as a secondary point of contact for vendors and stakeholders on the day of the event.
- Assisted in gathering feedback from attendees, vendors, and stakeholders.
- Compiled and presented post-event reports.

Independent Work

Tutoring Service

Los Angeles, CA

Dec. 2021 – present

- One-on-one tutoring with high school students across multiple subjects including AP-level Calculus, History, Government, and English.
- Reviewed materials preparing for upcoming nationwide exams and subjective weekly quizzes.
- Taught students to think critically and apply such processes when interacting with current news.
- Concentrated on improving individual grades and relationships with teachers to guide students toward available resources for further success in their classes.

Freelance Translator

Jul. 2022 – present

- Localized interview questionnaires and responses for major entertainment companies like Sony Music and Crunchyroll.
- Acted as the communication coordinator between stylists and clients in the personal beauty industry.

SKILLS & INTERESTS

- **Skills:** Public speaking, acknowledgment and action toward my surrounding's unspoken needs, team collaboration.
- **Applications:** Microsoft Suite, Google Suite, R, Notion
- **Languages:** English, Japanese (Fluent - N1 Certified)
- **Interests:** Volunteering, Sudoku, Puzzles, Hiking

LEADERSHIP & INVOLVEMENT

Japan America Society of Southern California

Active Volunteer

Los Angeles, CA

Mar. 2018 – present

- Assistance with the management of various activities during a variety of cultural activities promoting Japanese culture.
- Communication with partnering organizations, schools, etc., to ensure smooth event performances.

Japan Student Association at UCLA

Active Member

Los Angeles, CA

Sep. 2020 - Jun. 2024

- Participated in a variety of events that brought in cultural perspectives for international Japanese students, as well as for non-Japanese students interested in Japanese culture.