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| **AI NAKAMURA**  Tokyo, Japan  [Aix1116@hotmail.co.jp](mailto:Aix1116@hotmail.co.jp)  (+81) 80-6250-4119 | *Fresh university graduate with international internship in Republic of Ghana, United Arab Emirates, Japan, and India. Seeking to leverage acquired academic knowledge and work experience into effectively filling the work vacancy in your enterprise.* |

**ACADEMIC BACKGROUND:**

**NIC International College (Tokyo, Japan) April 2010**

Academic English

**CATS College Canterbury (Kent, United Kingdom) September 2011** ion Course: Biology, Chemistry, Mathematics

Foundation Course

Biology and Chemistry

**American University in the Emirates (Dubai, United Arab Emirates)　September 2015 - Janurary 2016**

Bachelor of Arts in Security and Strategic Studies

Disarmament and Arms Control Focus

**Sophia University (Tokyo, Japan) April 2013 - March 2017**

Faculty of Liberal Arts

Political Science (Middle Eastern affairs)

**RESEARCH INTERESTS:**

* International Relations
* Weapons of Mass Destruction Law Enforcement
* Policy-making studies (especially the environmental affairs)

**PROFESSIONAL EXPERIENCE:**

1. **Conflict Resolution Scribe in local tribe (Ashanti, Ghana) September 2015**

* Discussing the local conflicts such as polygamy, water wars, and bribe crimes in local administration with local stakeholders and member of the Diet.
* Suggesting the policy options and negotiating the leader of the local community in Ghana with tribe leaders, state representatives, and parliament representatives through making individual appointments.
* Mediating between the local stakeholders and the people to facilitate on understanding the local issues.

1. **American University in the Emirates (Dubai, UAE) December 2015**

Secretary Administrative Assistant

* Providing the telephone support, drafting the paper, and writing the financial report
* Conducting regular duties with cooperating secretary at president office
* Communicating with different department sectors and staff from the college

1. **Vision Consulting Japan K.K. (Tokyo, Japan) May 2016**

Administrative/Researcher

* Database entry
* Updating legacy entries
* Market research on candidates / clients
* Candidate scouting (web or phone)
* Mail-out campaigns
* Task / Support requests handed down by team leaders

1. **Skycity Hotel Gurgaon (Gurgaon, India) September 2016**

Marketing and Translator between English and Japanese

* Translating the business documents (including the sales and marketing) in English to Japanese
* Translating English to Japanese for Japanese guests and business partners
* Compiling the documents of all Japanese enterprise in India (1,224 according to the Japanese embassy in India) into the excel file as the leader and negotiate with 6 other Indian colleagues if there has a delay issue.

**AWARDS AND HONORS:**

Dean’s List at Sophia University (2 years)

**ADDITIONAL SKILLS:**

IELTS Overall Score 6.5 (12/2015)

Having the Microsoft skills in PowerPoint, Word, and Excel.