# AKIE IGARASHI

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***Flexibility: Relocatable, responding to business requirements***

**SUMMARY**

From my many valuable experiences, I have gained broad knowledge as ***Secretary / Assistant***, working in various projects, constantly building my teamwork spirit, contributing to good morale in Japanese and foreign-affiliated companies. My extensive understanding, as Secretary to Japanese and non-Japanese managers and their groups, are a benefit for effective use in various circumstances. I have strong confidence to deal with tasks in new and/or changing environments, applying adaptability and flexibility, when necessary.

**CAREER EXPERIENCE**

**2010/06 – 2016/03 Zurich Insurance Co., Ltd., Japan Branch**

***Personal Assistant to Head of Global Corporate & Chief Underwriting Officer***

***Personal Assistant to Chief Actuary Officer & Chief Risk Management Officer***

* Responsible for scheduling, meeting preparations, making agenda for overseas visitors, dealing with expenses and invoicing, and taking minutes; also responsible for helping in running customer seminars

**2007/05 – 2010/03 Deutsche Securities Inc.**

***Administrative Staff, Human Resources Department***

* Preparing for new joiners and resigning employee paper work, and inputting data to HR management tool; giving an induction presentation to new joiners; and producing offer letters

**2006/09 - 2006/11 BW Shipping Agency (Japan) Ltd.**

***Secretary to President*** *(British) and responsible some Administration*

**2005/10 - 2006/05 Medecins Sans Frontieres-Japon** (*NPO)*

***Secretary to General Director*** *(French)* --- Responsible for:

* Secretarial assignments for General Director and President’s overseas trip arrangements
* Administrative duties: managing copy of corporate registration (and updating the contents); managing the corporate seals and the office building keys, preparing for documentation to apply to NPO Status and being the contact person to National Tax Agency
* Boards: making minutes of meetings (English and Japanese) for regular board meetings, preparing for General Assembly and Associative meetings (such as sending invitation letters, checking attendance, payment for membership fee and such), and managing the membership

**2004/07 - 2005/09 BNP Pariba Securities, Tokyo Branch** *(French securities and bank)*

***Assistant, Human Resources Department*** --- Responsible for:

* Visa procedures to internal transfer employees from overseas branch and Headquarters and recruiting persons from overseas
* Preparing documentation on the business contents as HR Department
* Managing benefit package membership to local employees
* Handling preparation when launching benefit packages to local employees (such as making data and having introduction meetings to local employees)

**1997/05 – 2003/04 Nippon Ericsson K.K.** *(A Swedish telecommunication company)*

***Secretary, J-phone Business Division, Sales Department*** *&*

***Assistant to Senior Project Manager*** *(Swedish)*

* Supporting a project group of 15 - including non-Japanese - communication with Japanese clients and keeping documents
* Coordinating with the translation service company
* Checking on deadlines of project documents and following up on lagging items
* Keeping staff schedules and arranging internal / external meetings
* Responsible for correspondence to Japanese clients
* General office duties - handling petty cash, typing, filing, checking expense reports, making schedules for overseas guests (arranging all business trips and making appointments with Japanese companies), and handling telephone calls
* Interviewing for hiring temporary staff
* Responsible for the office layout and seating map when moving to a new location
* As Bid Administrator, responsible for tendering documentation
* Supporting expatriate matters

**1994/01 - 1997/05 Registered at temporary agencies**

***Secretary to the President*** *(Japanese) of a Japanese computer company*

***International Symposium’s Program Assistant****, of a Japanese Association*

***Secretary to two Managers*** *(Americans) of a foreign-affiliated courier company*

***Secretary to the Vice President*** *(Japanese) of a foreign-affiliated insurance company*

**1991/11 - 1993/12 Time Warner Inc., Time Life Books** *(An American publishing company)*

***Secretary / Assistant Editor to the Chief Editor*** *(American)*

* Liaison between Hong Kong Headquarters and Japanese companies on projects (publishing books and manufacturing video tapes)
* Contacting managers of Japanese publishing, distribution, video and translation companies
* Interpreting during phone calls and at meetings
* Translating questions and information
* Checking on deadlines of project timetables, and following up on lagging items
* Making shipping documents for all project samples for domestic and overseas
* Researching for facts of press articles, typical Japanese culture, paintings, and photos
* Contacting several Japanese people who possess special skills, interviewing them and reporting it to the chief editor
* General office duties - typing, filing, checking expense reports, making schedules for overseas guests (arranging all business trips and making appointments with Japanese companies), and handling telephone calls (including from government offices)

**1990/10 - 1991/11 Registered at temporary agencies**

***Secretary*** *at a European Bank & The Arkansas State Office*

**1986 - 1987 Northern Feather Ltd.** *(A Danish company, importing & selling bedding)*

***Junior Secretary to Manager*** *(Japanese),* ***Inventory & Customer Service Department***

* Handling all customers’ services - receiving orders by phone, sending their information to the warehouse for shipping goods; answering questions and claims
* Helping in selling goods at sales promotion events
* Producing and mailing invoices, and checking the customer payments
* Making daily sales data reports of all products
* Supporting the Danish temporary trainee in secretarial duties

**1983 - 1986 Yashima Kogyo Co., Ltd.**

*(A Japanese company, planning & carrying out sales of air conditioning equipment for buildings and factories; manufacturing industrial fans & nozzles)*

***Assistant to Manager*** *(Japanese),* ***Sales & Manufacturing Department***

* Producing correspondence for transmission to foreign countries
* Translating business letters (Japanese - English)
* Producing and mailing invoices; checking payments from domestic and foreign sales
* Entering sales data into the computer

**EDUCATION**

1989/01 - 1990/08 Santa Monica College, USA; AA in Business Administration  
Accounting, Economics (Macro & Micro), Fundamental Business, & Business Law

1988/05 - 1988/11 English Language Institute, University of South Florida, &  
CSU at Long Beach, USA

1981/04 - 1983/03 Toita Women’s Junior College, Japan; Major: English Literature

**SKILLS**

English: Including basic interpretation, typing - 45 words per minute; Shorthand

Interpreter: The pre-level 2nd grade of Interpretation (2006/October)  
Volunteer Interpreter License Grade A Class - 1997

Software: MSWord, Excel, and PowerPoint; Email and Internet