

Mao Tabuchi

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EXPERIENCE

HOMEX Corporation, Aichi — Maintenance Technician

August 2019 - May 2020

- Conducted routine inspections of building systems, including HVAC, plumbing, electrical, and mechanical systems.
- Undertook preventative maintenance tasks such as lubricating machinery, changing filters, and cleaning fixtures.
- Responded quickly to maintenance requests, diagnosed issues, and provided timely solutions.
- Coordinated and oversaw work carried out by outside contractors.

Kyuriasu Corporation, Aichi — Manufacturing Technician

April 2019 - July 2019

- Installed required tools, fixtures, and workpieces for CNC machines.
- Ensured appropriate alignment and calibration of machines.
- Monitored machining operations and made necessary modifications.
- Conducted quality checks to ensure accuracy and precision.

Right-On Corporation, Aichi — Sales Associate

September 2018 - March 2019

- Maintained a clean and organized sales floor.
- Set up product displays and restocked shelves.
- Processed sales transactions and managed various payment methods.

Anettai Corporation, Aichi — Cook / Kitchen Helper

December 2016 - September 2017

- Prepared food, following menus and adjusting seasonings.
- Ensured kitchen hygiene and sanitation standards.
- Contributed to efficient kitchen operations during busy times.

Kurazushi Corporation, Aichi — Server / Busser

September 2015 - May 2016

- Greet and seat customers with a warm and friendly demeanor, providing menus and assisting with special seating requests.
- Take accurate food and beverage orders, offering recommendations and accommodating dietary restrictions.
- Serve dishes promptly, presenting them in an appealing manner consistent with sushi restaurant standards.
- Monitor and refill customers' drinks, including sake, wine, and non-alcoholic beverages.

EDUCATION

SKILLS

Proficient in Microsoft Office Suite (i.e. Word, Excel, Powerpoint), Internet research software

Proficient in online teaching platforms (i.e. Moodle, Google)

Excellent organizational skills, advanced research/analytical skills, and exceptional communication skills

Basic skills in C#, Python, HTML, CSS, JavaScript, Linux, SQL

LANGUAGES

Japanese (Mother tongue)

English (Advanced aptitude)

French (Basic)

VOLUNTEERING

Child Care Assistant, Nishio city, 2016

Centennial College, Toronto — *College Diploma in Software Engineering*

January 2023 - Present