**Arisa Kawazu**

|  |
| --- |
| Address: Axil Court Ochanomizu #305, 3-4-7 Hongo, Bunkyo-ku, Tokyo 113-0033  e-mail: [akawa10@nifty.com](mailto:akawa10@nifty.com)  Home: 03-3868-0874 Cellular: 090-4597-1771 |

**Job Experience**

|  |  |
| --- | --- |
| **Dow Chemical Japan Limited** | **October 2001 – March, 2014** |
| * **February, 2013 - Pacific CS Learning & Support Team**   + Facilitate Training for price coordinator in Pacific   + Product support at pricing part in Pacific (all 20+ business and JV in 13 countries)   + Achieved SAP implementation to Pacific project * **January, 2008 - Pacific Price Coordinator**   + Manage price setting in SAP and maintain price lists (3 business, 13 countries)   + Analyze discrepancy rate and implement productivity   + Manage documents and row data * **August, 2005 - Pacific Price Coordinator and Secretary : one Pacific Marketing Manager**   + Applied a new position – Pacific Price Coordinator   + Appointed to 6 business price setting in SAP, maintain price lists (6 business, 12 countries)   + Communicated frequently with each Pacific Marketing Managers, Sales and CSR   + Manage and adjust each schedule, arrange business trips   + Manage documents and row data   + Handling phone calls (oversea/domestic), visitors to office and marketing support * **January, 2005 - Group Secretary: two Pacific Marketing Managers, Business Purchasing Manager, Country Purchasing Manager, and Pacific Supply Chain Manager** * Manage and adjust each schedule, arrange business trips * Arrange overseas visitor business trips including related documents apply * Manage documents and row data * Handling phone calls (oversea/domestic), visitors to office and administrative support * Appointed to price setting in SAP, and maintain price list (2 business, 12 countries) * **October, 2001 – Group Secretary: A business Sales & Marketing Manager and 4 sales staff**   + Manage and adjust each schedule, arrange business trips   + Arrange overseas visitors business trip including related application documents   + Manage documents, row data and expense reports   + Handling phone calls (oversea/domestic), visitors to office and sales support   + Appointed to price setting in SAP, and maintain price lists (12 countries)   + Appointed to MARCOM handling (Taiwan/Japan) | |
| **Northwest Airlines Incorporated** | **December 1999 – October 2001** |
| * **Sales Group Secretary : Sales Director, Sales Manager, and 25 sales**   + Sales administration support both in English and Japanese   + Manage documents and data   + Handling phone calls and visitors in both English and Japanese | |
| **Lockheed Martine Global, Incorporated** | **April 1998 – December 1998** |
| * **Secretary for Operation Office Manager**   + Assist in running the Japanese defense ship AEGIS technical and material support office   + Manage documents and raw data   + Handling phone calls, and visitors (oversea/domestic)   + Arrange business trip, schedule management | |
| **Komatsu Electronic Metals Company, Limited** | **August – November 1997** |
| * Project interpreter: Training for American opening Manager and Engineers in English and Japanese | |
| **Reval Enterprise Company, Limited** | **July 1994 – August 1996** |
| * **Sales, Planning and Translation person of floor design. Import company: US detergents**   + Responsible for correspondence with US products maker   + Translate English materials to Japanese   + Interpret sales meeting between English and Japanese | |
| **Northwest Airlines Incorporated** | **April 1991 – March 1993** |
| * **Ticketing and Reservations Agent**   + Apply airline technical terms, systems of airlines, ticketing, tariff, reservations and travel industries. Support airport handling by requested. | |

**Education**

|  |  |
| --- | --- |
| **Nagasaki Wesleyan Junior College** | **Graduated on March 1991** |
| Majored in English language. | |
| **Chemeketa Community College**, Oregon, U.S.A. | **September 1989 – June 1990** |
| Selected as an exchange student from the college, to build and learn business English skill better. Member of the college international culture club. Had an American host family and live together during stay.  Educated one year in Ithaca, New York, at a local junior high school. | |
| **Yamaguchi Chuo High School** | **April 1986 – March 1989** |

**Professional Skills**

* Microsoft windows – able to use Outlook, Word, Excel, Power point and Access.
* Other PC software: PARS (Northwest airline system), SAP (order part in supply chain system), PowerPlay, Business Object, Diamond Systems reports.
* Six Sigma Green Belt certified on August 2008
* Excellent communication skills
* Native in Japanese and fluent in English – able to handle business English communication
* Currently learning French language

**Personality**

* Reliable, cooperative, have flexibility and organized person.
* Cheerful and compassionate personality.