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*SUMMARY*

Project management and coordination in international development business mainly in sub-Saharan African countries with knowledge and skills of community empowerment and social considerations. Experience and ability to complete projects from inception to completion including not only financial and human management but also information collection, analysis and English report writing. Proven communication skills in international environment.

*SPECIALITIES*

Project management and coordination, community empowerment and social consideration

*WORK EXPERIENCE*

**Programme Officer at Bridge and Associates Consulting**

September 2014- Present (1 year and 1 month)

Project Manager

* Manage and coordinate earthquake recovery project, and prepared human tourism guideline subsidized by Ministry of Economy, Trade and Industry of Japan
* Manage and coordinate human tourism project in Ethiopia and Cambodia subsidized by Japan International Cooperation Agency (JICA)

Programme Officer

* Research on current situation of evacuees within and out of Fukushima
* Facilitate seminars and workshops for local NPOs in Fukushima and high school students to gain financial and human resources and support from private firms to realise reconstructions plan

**Special Technical Advisor at Japan International Cooperation Agency** (JICA)

April 2010 – March 2013 (3years, expiration of term of office)

* Researched on current trend, legal framework and policy of microfinance in the world, and initiative of JICA microfinance programmes,
* Researched on current poverty situation in developing countries, and effect of LBT-Labour-Based Technology in Timor-Leste and its applicability to other countries/areas
* Joined the annual conference of CGAP – Consultative Group to Assist the Poor under the World Bank in Nairobi. Kenya, as one of representative of Japanese ODA
* Organised JICA microfinance seminar for public and private firm organisations
* Edited website content, newsletters, and microfinance email magazine
* Lectured on poverty reduction and microfinance to JICA project experts once every two months

**Social Development Planner at KRI International Corporation**

January 2005 – March 2010 (5 years and 3 months)

Project Coordinator and community development expert for city planning projects in Malawi and Zambia

* Researched on urban living environment - sanitation, health, and community road, and national industry sectors’ budget
* Established city development committee based on the urban living environment research
* Conducted urban development plan exhibition to the public in Zambia and gained 90% of support from Zambian for the plan

Project Coordinator and quality control expert for education projects in Ethiopia and Sierra Leone

* Designed capacity development training for government officials
* Built monitoring and quality control system of education plan
* Researched on national education sectors’ budget

Project Coordinator and community empowerment expert for tourism projects in Sri Lanka and Kyrgyz

* Established public-private partnership tourism association
* Analysed sale of local agricultural and craft products

Common duties of projects above

* Edited public relations materials as website, newsletter, brochure, poster, and logo mark
* Managed human resource and sub-contracted contract and budget estimate, progress of sub contracted work

**Community Development Officer at Association of Medical Doctors of Asia** (AMDA), Zambia as Japan Overseas Cooperation Volunteer under JICA

December 2000 - July 2003 (2 years and 8 months, expiration of term of office)

* Researched on health and sanitation environment, marketing of agricultural product, and trend of ODA agencies
* Implemented nutrition project, accounting training, and project monitoring system
* Implemented revolving fund system in agricultural project
* Designed training of trainers, project monitoring system, accounting training for community people

**Administrative Officer at Japan Philippines Volunteers Association** (JPVA)

April 1999 - November 2000 (1 year and 8 months)

* Established mutual cooperation system among schools in Japan and communities in the Philippines under community health and nutrition programmes through sending financial and material resources from schools in Japan and disseminating information of current status and daily life of the Philippines
* Designed study tour programmes and NGO junior staff training tour
* Managed NPO corporatisation, board of directors, and courtesy visit of mayor of Davao City to Japan

*OTHER WORK EXPERIENCE*

**Lecture**

* ‘Poverty Reduction’ at JICA, 2010 - 2013
* ‘Microfinance in Japan and the World, and the Role of ODA’ at Asia University, January 2011,   
  and at NPO Living in Peace, November 2010
* ‘Role of International Development Consultant’ at Asia University, September 2008
* ‘International Cooperation’ at Junior high school of Ochanomizu University, December 2004
* ‘Voluntary work in Zambia’ at AMDA , August 2003

**Panellist**

* 'Career Development Seminar' on U.K University Fair 2014 for international students, March 2014

**Translator**

* ‘JICA training course material’, T. & Associates, November, December, 2013, and February, March 2014
* ‘News material’, Japan Convention Services Inc. September 2013
* Brochure ‘introduction of training tour’, Bestversion, July, 2013
* ICLEI - Local Governments for Sustainability (from English to Japanese)

‘The Train of Ideas spreads message of sustainability across Europe’, June 2011

‘Towards Urban Resilience’, May 2011

*LICENCE*

* TOEIC 900, January 2009
* Level three of CSR - Corporate Social Responsibility Test Certification, Corporate Social Responsibility Forum, April, 2015
* Drivers’ license of vehicle and motorcycle, March 2010 and December 2000
* Teacher’s Certificate in political science for Junior high school and high school, March 1999

*TRAINING*

* Environmental and Social Considerations, JICA, June 2015
* Introduction Courses of Master of Business Administration (MBA), Waseda Business School, January 2010
* Project Cycle Management (PCM), JICA, August 2007
* Economic and Financial Analysis, Engineering and Consulting Firms Association, July 2006
* Drivers’ license of vehicle and motorcycle, March 2010 and December 2000

*EDUCATION*

**University of Bradford, Bradford Centre for International Development**

**Master of Science in Development and Project Planning**

Bradford, West Yorkshire, U.K. September 2003 - December 2004

Core courses: Project Planning and Analysis, Economic Policy Management, Economic and Financial Analysis

Option courses: Project Management, International Development Policy, Globalisation, Sustainable Rural Livelihoods

Dissertation: ‘The Role of Participatory Approaches in the Preparation of Poverty Reduction Strategy Paper; A Case Study of Zambia’

**Asia University**, **Faculty of International Relations**

**Bachelor of International Relations**、April 1995 - March 1999

Main courses:　International Relations, Comparative Analysis of Cultures, Teacher Training Course

Dissertation: 　‘Factors of Hegemony from History of United States of America’

**Western Washington University**, Bellingham, WA, United States, March 1996 - August 1996

Study abroad programme

Main courses: Communication, Political Science