

# Takumi Yasue

International Development Graduate

Email: tkmyse@gmail.com  
Phone: 077-619-10025  
Location: NR2 3BG, Norwich  
[linkedin.com/in/takumi-yasue](https://linkedin.com/in/takumi-yasue)

## WORK EXPERIENCE

**Food Forensics Ltd – Norwich, UK - Technical Services**

Administrator

Jul 2024 – Present

- Lead the collection, entry, and management of critical data for technical projects, ensuring accuracy and compliance.
- Utilize advanced data analytical tools and Excel VBA to streamline data processes and improve reporting efficiency.
- Provide comprehensive administrative and technical support to the Technical Services team, managing project documentation and coordinating client communications.
- Implement continuous improvements in data management workflows and project tracking.
- Serve as a key point of contact for clients, addressing technical queries and ensuring timely project delivery.

**Food Forensics Ltd - IT Assistant**

Sep 2024 – Present

- Provided on-site IT support including troubleshooting, PC setup, and network/server connectivity.
- Collaborated with the IT Development Manager to streamline processes and enhance operational efficiency.
- Implemented software solutions to improve productivity and user experience.

**Norwich Institute for Sustainable Development, UK**

Impact Assessment Intern

September 2022 - July 2023

- Supported the Research Coordinator in data analysis for Malawi-based agricultural NGO, Tiyeni.
- Created reports and recommended data analysis methods for

## SKILLS

- Critical Thinking
- Multitasking
- Team Management
- Problem Solving
- Quick Learner
- Time Management

## TECHNICAL SKILLS

IT: Confident in Microsoft Office, with solid knowledge of HTML, CSS, SQL, and AWS

Finance: Second-grade holder of The Official Business Skills Test in Bookkeeping (Japan)

## INTERESTS

Travel: Explored 25 countries, developing planning, budgeting, and confidence

Driving: Holds clean international and Full UK driving licenses

Nature Lover: Licensed Scuba Diver (2018: Open Water, 2021: Advanced), Windsurfing, Jiu-Jitsu (2022: Silver Medal in UK National Competition)

improving crop productivity and addressing related issues.

### **Windle International Uganda, Uganda - Monitoring and Evaluation Intern**

June 2022 - August 2022

- Conducted data analysis and report writing under the M&E Officer's guidance.
- Designed qualitative/quantitative monitoring tools for data collection, contributing to impactful project reports.

### **The Conservation Volunteer Norwich, UK - Volunteer**

June 2023 - Present

- Actively engaged in environmental conservation efforts, contributing to various projects aimed at preserving and enhancing natural spaces.
- Collaborated with a diverse team to participate in activities such as tree planting, habitat restoration, and community clean-up initiatives, fostering a strong sense of environmental responsibility.

## **EDUCATION**

MSc International Development Management with Merit |

University of East Anglia, Norwich, United Kingdom

September 2021 - December 2022

- Specialized in "Project Design and Management" and "Political Ecology."
- Developed intervention proposals with a focus on monitoring and collecting reliable data as a Project Manager.

BA German Literature and Linguistics | Kwansei Gakuin

University, Hyogo, Japan

April 2016 - March 2021

## **LANGUAGES**

English (Fluent)

Japanese (Native)

Spanish & German

(Intermediate)

Chinese & Korean (Beginner)

## **CERTIFICATES**

Google Data Analytics  
(Coursera)

Data Analysis with R  
Specialization (Coursera)

SPSS for Academic Research  
(LinkedIn)

Project Management Simplified  
(LinkedIn)

Business, Operations &  
Marketing Intern (Bright  
Network)