

Akiko ENDO

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Skills

- Excellent administrative skills; ability to work effectively across all level's organization.
- Ability to work in three different languages, Japanese, English and French.
- Solid working knowledge and understanding of travel processes and technology.

Employment History

Hello Tomorrow Japan (Tokyo, Japan)

Administrative Assistant, Dec 2021 – present

- Ongoing research support for think tank, collating large volume of information and assessing research output relevant to issues facing global and Japanese society.
- Translating documents related to deep tech from English into Japanese.

The Tokyo Organising Committee of the Olympic and Paralympic Games (Tokyo, Japan)

TEC PMO manager, May – Sep 2021

- Acted as a liaison between the administration department other department.
- Developed strong relationships with stakeholders, helping the department to run smoothly.

Yokota Information, Tickets & Travel (Tokyo, Japan)

Assistant Tour Director, May 2013 – Feb 2017

- Assisted tour director with researching sightseeing places, making reservations and doing survey.
- Organized memorable and exquisite travel itineraries and vacations for clients.
- Anticipated and resolved customer issues and questions.

Yokota Natatorium (Tokyo, Japan)

Lifeguard, December 2009 - April 2013

- Supervised swimming activities at aquatics facility and ensured that policies, guidelines, and safety procedures are followed.
- Instructed classes for children in fundamentals of swimming.

Language Career Support Inc. (Tokyo, Japan)

Assistant Coordinator, September 2007 - November 2008

-Provided support to people wanting to study abroad.

NOVA English Language School (Tokyo, Japan)

Administrative Office Assistant, June 2006 - September 2007

-Translated documents from English into Japanese/ from Japanese into English.

Kazuo Fashion (Toronto, Canada)

Sales Representative, April 2005 – March 2006

-Provided excellent shopping environment to customers.

Languages

Japanese-Native

English-Advanced (TOEIC830)

French-Advanced (DELF B2)

Education

Asia University (Tokyo, Japan) B.A., International Relations, March 2005

Hobbies, Interests

Drawing, Painting, Traveling, Swimming and Yoga