

Machiko Nakano

Manager

Multi-tasking manager with +8 years of experience in the animal welfare field in Japan. Can manage +3 executive schedules.

Personal Info

Phone

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E-mail

machiko.n0913@gmail.com

Date of birth

1979-09-13

LinkedIn

[linkedin.com/in/machiko-nakano](https://www.linkedin.com/in/machiko-nakano)

Skills

Project scheduling

Communication skills

Stellar time management

Languages

Japanese  Native

English  Business level

Education

1995-04 - 1998-03

Izumi High School

Interests

Traveling

Painting

Music

Cycling

Hiking

Yoga

Experience

2012-05 -
present

Manager

Animal Refuge Kansai

Responsibilities:

- Planning and implementing office procedures
- Coordinating education programs
- Hiring, training and overseeing staff and volunteers
- Maintaining social media presence across Facebook, Instagram and blog platforms
- Interviewing prospective adopters and volunteers
- Animal rescue, observation, training and placement
- Coordinating animal fostering program
- Implementing new database system

2011-04 -
2012-04

Student exchange coordinator

Youth For Understanding Japan

- Serving as a coordinator between students, volunteers and faculty
- Assisting with the selection process to identify students for international exchanges
- Developing and/or revised documents related to international and exchange services

2010-02 -
2011-03

Trade assistance

Toray Industries, Inc.

- Assisting coworkers and those in other departments to successfully perform job tasks and functions
- Preparing all necessary documentation for inbound and outbound

2007-06 -
2009-12

Adoption Coordinator

Animal Refuge Kansai

- Interviewing prospective adopters and volunteers
- Animal rescue, observation, training and placement
- Coordinating animal fostering program

2004-04 -
2007-05

Customer Support Representative

Federal Express Corporation

- Effectively managing a high-volume of inbound customer calls.
- Gathering and verifying all required customer information for tracking purposes
- Accurately documenting, researching and resolving customer service issues.

2000-06 -
2004-02

Call Center

KNT-CT Holdings Co., Ltd.

- Providing advice, information and assistance to callers.
- Dealing with a customers queries, requests, orders or complaints.