

# SHINO SAITO

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## EXPERIENCE

### YUKA ENTERPRISES

West Hollywood, CA April, 2018 – June, 2019

#### Business Development Manager & Project Manager

- \* Developed Referral Partnerships with 5 Educational Institutions
- \* Established a Relationship Between American Apparel Company and Third Largest Japanese Distributor and Initiated T-Shirt Project for National Distribution
- \* Responsible for Setting Up 3 Companies in Los Angeles for Japanese Clients
- \* Accountable for 3 Japanese Individuals who Successfully Completed California Cosmetology License Transfer
- \* Managed Yuka Enterprises' Legal and Accounting Departments
- \* Translated Between Japanese and English On-Site, Legal Contracts, and Marketing and Sales

### JVCKENWOOD USA Corp (U.S. Headquarters)

Long Beach, CA February, 2017 – April, 2018

#### Business Development, Project Manager, Sales Planner/Inside Sales

- \* Coordinated the Establishment of the Medical Division at JVCKENWOOD USA
- \* Developed the JVCKENWOOD Exhibit for Radiological Society of North America 2017 (RSNA 2017)
- \* Responsible for Promotional Videos and Press Releases to Market Medical Monitors in the United States
- \* Processed all Purchase Orders for Medical Monitors in the United States, Managed Logistics, Inventory Items, Service Repair and Accounting Inquiries for Direct, Resell, and Third-Party Distributor Customers
- \* Researched New Leads and Followed Up with Potential New Customers
- \* Proofread and Translated Japanese ↔ English Product Catalogs and Articles and Japanese ↔ English Translator and Communicated Between HQ in Japan and U.S.A.

### IAI America, Inc. (U.S. Headquarters)

#### Inside Sales

Torrance, CA March, 2016 – February, 2017

- \* Processed Industrial Robotics Purchase Orders from Illinois and California Office to Japan Headquarters
- \* Communicated with Distributors Regarding Part Numbers and Prices and Order Confirmations
- \* Prepared Shipping Files and Manage Warehouse Staff Regarding Shipping Methods
- \* Maintained Discretion Regarding Prices to Customers
- \* Trained New and Existing Inside Sales Employees in Torrance, California and Schaumburg, Illinois

### Nichia America Corporation

#### Inside Sales Associate, Temporary

Atlanta, GA October, 2015 – February, 2016

- \* Processed LED Lights Purchase Orders from Customers and Negotiate Part Numbers Depending on the Need
- \* Communicated with Logistics and Staff Headquarters in Tokushima, Japan and Detroit, Michigan
- \* Maintained constant communication with Outside Sales Representative
- \* Mediated Misunderstandings and Miscommunication Between the Company and the Customers
- \* Handled Miscellaneous Needs (i.e. assist other Inside Sales Associates with Purchase Orders and Order Confirmations; order office supplies; prepare and send FedEx shipments)

### Ion Chat Research Corporation

Tokyo, Japan

May, 2011-October, 2015

#### Research Department, *Research & Administrative Assistant*

- \* Molecular Biology: Ion Channel Cell Line Production
- \* Electrophysiology: Manual Patch Clamp Training
- \* English language Consulting and Editing
- \* Web Design and Corporate Planning
- \* Oversee Laboratory Daily Tasks

**International Dissertation Semester Research Fellowship**

Nairobi, Kenya

September, 2010 – April, 2011

**Personal Research Assistant**

- \* Gathered grant and funding information from local and international donors for Kenyan NGOs
- \* Interviewed and recorded interviews with founders, staff, and participants of music NGOs
- \* Assisted at music NGO festivals and events in Kenya and Tanzania
- \* Attended Daily Kiswahili Classes for 6 months
- \* Transcribed interviews, song texts, and music

**Florida State University**

Tallahassee, FL

January, 2008–July 2010

**Dean's Office in College of Arts & Sciences, *Administrative Assistant to Dean's Administrative Specialist***

- \* Provided executive support for the Dean and office staff by scheduling meetings, photocopy, fax, answered e-mail and phone inquiries, handled travel arrangements, and sorted mail to respective recipients
- \* Maintained regular contact with department representatives through e-mail and phone correspondence
- \* Paid bills, filed reimbursement requests, and wrote memorandums
- \* Assisted the Administrative Specialist in organizing faculty Promotion & Tenure, research achievement, and teaching achievement binders
- \* Planned breakfasts, luncheons, receptions, and dinners for Dean, Faculty, Staff, and Guests

**Tallahassee Community College**

Tallahassee, FL

April, 2009–July, 2010

**Grants Office, *Resource Development Officer***

- \* Communicated TCC focus areas to funders, the college, and the community
- \* Identified and assessed potential grant opportunities for TCC, public schools, and community organizations
- \* Conducted grant research and drafted outlines for potential grant opportunities
- \* Edited, reviewed drafts of grant proposals, guidelines and researched other "best practice" grant proposals
- \* Revised the TCC Grants Office website

**EDUCATION****University of Birmingham****Birmingham, United Kingdom***Master of Business Administration – Distance Learning***June, 2018 - Present****Global Leadership College****Toronto, Ontario, Canada**

TESOL Online Certification

**January, 2014****The Language Center, Ltd.****Nairobi, Kenya, Africa**

Swahili Language Study

**October, 2010 – April, 2011****Florida State University****Tallahassee, Florida, United States of America***GPA: 3.95/4.00**Master of Arts – Arts Administration in Music**Master of Music – Woodwind Performance in Clarinet***May, 2010****Truman State University****Kirkville, Missouri, United States of America***Bachelor of Arts, Magna Cum Laude, GPA: 3.78/4.00*

Majors: Communication Science &amp; Music Liberal Arts

Minors: Asian Studies &amp; International Studies

**May, 2006**

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## RELEVANT SKILLS

- \* Strong Interpersonal, Intercultural Communication Skills, and Culturally Sensitive
- \* Native Level English and Native Level Japanese
- \* Japanese Citizen and United States Permanent Resident
- \* Self-Motivated, Multi-Task, Detail Oriented, Team & Independent Worker, Leadership Skills
- \* Team Collaboration/Leadership Skills/Independent Worker; Professional and Strong Time Management Skills
- \* Extensive Computer Skills (i.e. PC & Mac Proficient; Google Apps; Microsoft Office Suite including Access, Excel, PowerPoint, Publisher, Word; Social Media: Instagram, Facebook, Twitter; Dropbox; Web Design with Wordpress and Weebly;)
- \* Typing Speed: 115wpm