Kotaro Hashizume

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SKILLS

Computer
Microsoft Office (Word, Power Point, Excel)
PC, MacOS
Google Analytics (In Progress)

Skills
Business Planning
Customer Relations
Cultural Awareness
Project Management
Analytical Skills
Customer Service
Strategic Planning
Operations Management
Translation

Languages
English (native)
Japanese (native)

Involvements
Exec. Japanese Association at University of Cincinnati
Men's Ultimate Frisbee
Men's Club Soccer
Business Management Association
Xavier Orchestra
Investment and Financial Association

EDUCATION

Xavier University — Cincinnati, OH
Bachelor of Science and Business Administration in Management and Economics — May 2022
GPA:3.7/4.0

Coursework
Project Management, Change Management, Leadership, International Management, Creativity and Innovation, International Trade and Business Environment, Managing Information Technology, Business Technology

Columbus North High School — Columbus, IN
GPA: 3.9/4.0 — May 2018

EXPERIENCE

Operation Manager at Western and Southern — Cincinnati, OH
Internship for the Western and Southern Tennis Open. — June 2021-Aug. 2021

- ❖ Aligned team actions with company policies and industry standards
- ❖ Forecasted business needs and scheduled employees to meet expected demands
- ❖ Communicated with team members to assist players and customers needs

Project Manager/Data Analyst at Capco. LLC
Project Manager for the production efficiency — Columbus, IN
March 2014-July 2019

- ❖ Managed over employees and production line while investigating for defects and supervising for efficient productivity
- ❖ Increased overall production by 30% for Toyota bolt line
- ❖ Completed over 32 projects
- ❖ Collaborated with other departments for project ideas and presenting them to upper managers
- ❖ Translated and interpreted documents for both English and Japanese speaking employees

Data Analyst in the Accounting and Shipping department

- ❖ Organized and collected data for the shipping department
- ❖ Analyzed product quality, recall, and customer satisfaction for quicker and proactive responses to such events
- ❖ Managed data for various departments for easier use

Assistant Manager at Cummins
Internship as an assistant for the production department — Columbus, IN
June 2018-Aug. 2018

- ❖ Recorded and created documentations as assigned by the manager
- ❖ Suggested and implemented personal ideas for better efficiency
- ❖ Assisted in presenting current operations in meetings
- ❖ Helped plan weekly responsibilities of the company operation schedules

TEACHING

Xavier Unviersity — Cincinnati, OH
Dec. 2020-May 2022

- ❖ Tutored students in accounting, economics, and management courses

Kumon — Columbus, IN
May 2016-Oct. 2018

- ❖ Leveraged a variety of techniques for comprehension, including immersion, flashcards, and memory exercises
- ❖ Utilized fun learning activities to focus students' attention
- ❖ Communicated subjects in new and unique ways to improve comprehension