

Alexander Koji Kobayashi

Work Experience

July 2018 – August 2019: Inside Sales Administrator

Metal One America Inc. (Southfield, MI)

- Supplier account for Ford Motor Company. Managed steel material shipped from Japan, tracked receipts and shipments to and from warehouses. Inventory management, accounting and invoicing, handling of IT tasks and robotics automation.
- Achieved 100% weekly cumulative supply totals matching between supplier and buyer.
- Helped support the implementation of RPA robotics programming for administrative tasks and creation of macros within Excel.
- Communications with partner offices in Japan and Mexico.

Sept 2017 – May 2018: Sales Administrative Assistant

Nakagawa Special Steel America Inc. (Novi, MI)

- Assist with automotive part (steel pin) sales, scheduling of shipments, inventory management, accounting and invoicing, communications with customers and warehousing, and general administrative tasks.
- Supplied to various automotive buyers such as Toyota, Mitsubishi, Subaru, etc.
- Translation and interpreting of English documents and emails to Japanese and vice versa.
- General administrative tasks.

Apr 2016 - Aug 2017: Social Media Manager and Video Content Manager

Live Japan/Gurunavi, Inc. (Chiyoda, Tokyo)

Apr 2015 - Mar 2016: Senior Editor

Japanistas/Ace Queen, Inc. (Shibuya, Tokyo – bought out by Gurunavi in 2016)

- Social media management for English website of Live Japan, travel guide website.
- Writing of original articles relating to tourism and culture in Japan.
- Production, filming, and editing of video and media content for travel articles.
- Translation and editing/proofreading of articles and projects from Japanese to English.
- English subtitle creation for video content.
- Management and documentation of website analytics on to spreadsheets.
- Handled outsourcing of translation services and reviewing translated content.
- Creation of language teaching articles and how to videos.
- Achieved viral status on certain videos and articles via Facebook promoted posts.

▪ Article/video examples:

-Swallowtail Butler Café:

<https://livejapan.com/en/in-tokyo/in-pref-tokyo/in-ikebukuro/article-a0000531>

-Shinjuku Robot Restaurant:

<https://livejapan.com/en/in-tokyo/in-pref-tokyo/in-shinjuku/article-a0000530>

-Cosplay Studio Crown:

<https://livejapan.com/en/in-tokyo/in-pref-tokyo/in-akihabara/article-a0000486>

-How to use Chopsticks:

https://livejapan.com/en/in-tokyo/in-pref-tokyo/in-tokyo_train_station/article-a0000335

Apr 2013 - Apr 2015: English Conversation Teacher (Part Time)

Culture Hiyoshi (Hiyoshi, Kanagawa)

- Facilitated one-on-one and group conversation to help improve students' English skills.
- Creating and editing lessons and teaching materials for classes and individual lessons.
- Taught a variety of students from preschool, elementary, high school, adults, to seniors.
- Taught both daily conversation and business level English classes.

Apr 2010 - Apr 2013: English Assistant Language Teacher (Contract)

Culture Hiyoshi/Minerva Intelligence/Borderlink Inc. (Tokyo/Kanagawa, Japan)

- Taught at public elementary schools around Tokyo as assigned English teacher.
- Aided in lessons and various school activities with Japanese teachers.
- Created unique lessons and games for children of different grades to enjoy learning English .

Skills/Software

- Microsoft Office applications- Word, Excel, PowerPoint
- Adobe Software - Photoshop, Premiere, After Effects
- Graphic design and video content creation/ Social media management
- Camera equipment experience - Panasonic Lumix GH4
- Native level English and fluent in Japanese

Reference Links

- Live Japan Videos: <https://www.youtube.com/channel/UCW879NMJHlvKspfOg3H8OsQ>
- Illustration Portfolio: <https://www.kxela.com/>

自己PR・アピールポイント

▪ I have a passion for Japan, for its culture and subculture, and have always had a wanting to share the uniqueness of the country to as many people as possible. I believe through entertaining content and enjoyable education people can learn more and grow to love the many things about this country including its language and its fascinating culture. Since learning about Japan through anime and games while in America, I became fascinated, and believe that by breaking down language barriers even more people will learn what an amazing country Japan is.