

KANA ISHII PASZEK

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Highlights of Qualifications

- 5 year experience in facilitation for board meetings, meeting for client input and employee focus group to improve work environment effectively
- Extensive experience in marketing, strategy planning and sales in the manufacturing industry
- Bachelor of Arts in International Business and International Politics
- Reliable team player with responsibility, open-mind, compassion, resilience and listening skills; well organized, respectful, curious and keen to learn from others
- Knowledge of Microsoft Office including Word, Excel, Power Point

Relevant Experience

Interpreter / Assistant Organizer - NPO New Stories, Freeland, USA based, Japan Nov 2014

- Assisted organizing 2 weeks study tour visiting 5 cities in Japan for 14 foreigners from 3 different countries
- Interpreted presentations, workshops, dialogues with local people and supported facilitating workshops for 2 days

Assistant Facilitator (Volunteer) – Mindsprings, Edmonton, AB Sep, Jun 2014

- Assisted 2 facilitators to design, prepare and run 3 day workshop for 20 participants
- Created photo book of workshop and provided it to participants to help their reflection

Marketing Researcher - Fuji Xerox Co., Ltd., Tokyo, Japan Apr 2011 – Oct 2012

- Organized industry trends and challenges for the executive officer to ensure the executive officer was well informed and up to date and could liaise with client executive officers
- Organized customer information for 30 sales representatives used for business planning and to best utilize sales representatives time
- Assisted planning and running 4 marketing events for up to 50 executives to increase business networking and establish ongoing relationships
- Facilitated and supported the taskforce on “Improving Headquarters’ efficiency” which included process mapping as is and to be

Knowledge Consultant - Fuji Xerox Co., Ltd., Tokyo, Japan Apr 2008 - Mar 2011

- Consulted large enterprises based on Knowledge-based Management theory. Facilitated projects such as planning long-term vision, collaborating beyond departments, and developing new products and services based on customers’ needs
- Held business networking events between our 60 clients to help them share their stories of transformation and learn from each other
- Collaborated with distinguished professors, developed consortium programs and ran them to improve leadership theory
- Took care of each client’s situation and bridged client’s concern to the senior consultant to move projects forward smoothly and successfully
- Wrote articles for monthly e-mail magazine for a year to illuminate new concepts

Sales Representative for large enterprises - Fuji Xerox Co., Ltd., Tokyo, Japan Apr 2005 – Mar 2008

- Accountable for the accounts of NTT DoCoMo, NTT Communications, Mizuho Bank, etc
- Streamlined customer's printing environment, sold document management services and improved customer internal share of multifunctional printing devices

Creation Business Sales Representative - Fuji Xerox Co., Ltd., Toyo, Japan Apr 2004 – Mar 2005

- Recruited 5 new customers in 6 months and performed cold canvassing

Additional Experience

Receptionist - Tony the Tailor, Edmonton, AB Aug 2014 – Oct 2014

- Welcomed customers communicate with them in person or on the telephone, answering or referring inquiries, took orders and received payment

Internship as a website writer and customer care assistant – Resort Bank International Corporation, Tokyo, Japan Apr 2001 – Sep 2003

- Wrote articles for the company website to provide hotel information to customers
- Communicated with customers and helped them planning the trip, preparing documents, and supported during the trip

Tutored Elementary School and Junior High School Students – Toyosu Seminar Inc., Tokyo, Japan Dec 2001 – Aug 2003

- Taught 2 students at the same time, one-on-one style, for 10 hours per week

Education

Bachelor of Arts in International Politics Economics and Business

Aoyama Gakuin University, Tokyo, Japan 2004

Professional Development

- Canadian Language Benchmarks Placement Test: Listening 7, Speaking 7, Reading 8, Writing 7 2014
- Art of Hosting (Facilitation skill) training course 2013
- Benchmarking Program “Future Center in Europe” (England, Netherland) 2010
- Study Meeting on Knowledge Management in Malaysia by Asian Productivity Organization 2009
- Knowledge Benchmarking Program in Europe (Finland, Germany, Austria) 2009
- Test of English for International Communication score of 840/990 2009
- Facilitation On-line Training Course 2008
- Certified in Project Management Specialist by Project Management Association of Japan 2007
- The Test for Technical Ability of Secretary Level 2 2006
- Digital Filing B and Failing Designer B by Nippon Omni-Management Association 2005

Achievements

- Volunteer for Heritage Festival and Animethon, Edmonton, AB 2013/2014
- English as a Second Language Classes, Sherwood Park/Edmonton, AB 2013-2014
- Coaching session by CTI certified coach 2013-present
- Monthly meetings to practice community building and facilitation 2012-present

- AURA-SOMA Color System level 2 by Art and Science International Academy of Color Technologies 2012
- Volunteer for the Great East Japan Earthquake, Miyagi, Japan 2011
- English Immersion for 2 weeks at Embassy English Gold Coast, Gold Coast, Australia 2003
- International Volunteer Project by The Council on International Educational Exchange Japan, Bursa, Turkey 2001
- Immersion English Program for three weeks at University of Miami, Miami, USA 2000

Hobbies

- Traveling - Extensive travel experience internationally (24 countries)
- Sports - yoga, surfing, body-boarding, skiing, and snowboarding
- Other interests - playing the electric piano, reading, making photobooks, listening to music, cooking, baking, learning about hospitality, practicing Japanese calligraphy