

AI TOMOI

E-mail: at35@hawaii.edu

Phone: (808) 781-0351

My Education

KAPIOLANI COMMUNITY COLLEGE

2013 - present

A.A in liberal art with a concentration in art

A.A in Hawaiian Studies

New media art program

Work Experience

RETAIL ASSISTANT MANAGER | ANGELS BY THE SEA HAWAII

August 2017- June 2018

Trained the sales associates leads to sales up

Joined opening in Hilton Hawaiian Village Store

Made a good team work with open communication

Manage inventory

Payroll

Display the store

Hiring

Social Media

Office Assistant | SEKISUI CHEMICAL CO.,LTD. OSAKA, JAPAN

April 1995 - September 2006

Human Resource Section

Managed about 6k+ workers' benefit point

Workers' property accumulation savings

Shorten the process time

Took care of retirement procedures.

Joined the team to accomplish new system from the old system.

Improved work performance by using microsoft Access and Excel.

Communicate and support employee nicely.

Skills

Microsoft Office (Word, PowerPint & Excel)

Adobe Creative Cloud (Indesign, After Effect, Illustrator - All begginer level)

Extra Curricular

Practiced yoga for over 16 years almost everyday.

Yoga instructor

Japanese calligraphy