

# Kiyoko Uematsu

Contact: kiyoko\_uematsu@hotmail.com

## PROFILE

- Proven leadership skills, performing over people with different nationalities
- Self-motivated and energetic: not afraid to take challenges and committed to work hard
- Dedicated team player with proven interpersonal communication, flexibility and creativity

## EDUCATION

### Master of Education

University of Oulu, Oulu

Major: *Education and Globalization* Minor: *Education in Transition*

**Planned Graduation Date:** *May 2012*

### Bachelor of Arts and Science

Western Michigan University, Kalamazoo, MI

Major: *Economics* Minor: *Management*

**Graduation Date:** *December 2006*

## EXPERIENCE

### Research Intern

*May 2011-July 2011*

The Center for Creative Leadership EMEA

Brussels, Belgium

- Assisted with coding interviews for the ongoing qualitative research project focusing on leadership
- Organized and learned various leadership training materials that are available to external faculties
- Attended internal leadership training and trained to be a facilitator for the youth development

### Analytics/Global Customer Support Representative/Sales

*January 2007-November 2009*

Bloomberg L.P.

New York, U.S.A/Tokyo, Japan

- Provided analytical and functional assistance for financial product, the Bloomberg Professional
- Actively played role as foreign language speaker to reach out to clients from all around the world
- Successfully completed sales and foreign exchange training to assist clients with particular needs

### Research Assistant Intern

*May 2006 – June 2006*

Upjohn Institute for Employment Research

Kalamazoo, MI, U.S.A

- Performed research using various formulas to perform comparison analysis
- Collected appropriate data sets from various sources for regional projects in West Michigan
- Assisted regional economic analyst in correcting unreliable forecast by identifying historical data

### Programming Intern

*September 2005 – April 2006*

Western Michigan University –Haenicke Institute for Global Education Kalamazoo, MI, U.S.A

- Helped organize and coordinate arrangements for annual events funded by the Department
- Responsible for logistic requirements and supervision of the Student Council
- Worked closely with other Departments on campus for different programs

### Student Orientation Leader/Coordinator

*August 2004-August 2005*

Office of International Student Services

Kalamazoo, MI, U.S.A

- Trained and facilitated student leader training with the theme of “International Ally”
- Planned the schedule by making arrangements with presenters and provided all the logistics need
- Actively reached out to the new International Students from all over the world

### Research Intern

*May 2004-July 2005*

Nucleus Communication Corporation

Kalamazoo, MI, U.S.A

- Participated in gathering information about pharmaceutical products market in Japan
- Researched using bilingual skills to determine the Internet Marketing strategies
- Analyzed the Nucleus Strategic model by participating in the process of gathering information

## AWARDS & ACTIVITIES

Trained culture coach (Japanese culture) at University of Oulu

*November 2011-Present*

Networks of International Students in Oulu, *Vice-chair and founder*

*November 2010- December 2011*

English teaching assistant volunteer in Surin, Thailand

*November 2009-January 2010*

2006 “Who's Who Among Students Award”

*April 2006*

National Honors Society, *Member*

*April 2006*

Dean's List

*Spring 2003, Spring 2004, Fall 2004, Spring 2005*

Economic Student Association, *Public Relations*

*September 2005-April 2006*

International Programs Council, *President*

*Fall 2004 – April 2006*