

## SUMMARY

A highly organised professional with over seven years of experience across broadcast media and publishing. I have a proven track record in managing complex project lifecycles, coordinating high-profile talent, and handling fast-paced logistics. I am adept at coordinating promotional filming, managing intricate schedules, and bridging communications between Japanese and English-speaking teams. I am now seeking to leverage my background in production management and editorial precision to contribute effectively to your projects.

## PROFESSIONAL EXPERIENCE

### Promotion Producer | BS Shochiku

Tokyo | Tokyo (Dec 2023 – Jun 2025)

- **Coordination:** Managed schedules and logistics for promotional filming and events related to drama and film projects.
- **Liaison:** Acted as a primary contact for talent agencies and internal teams to facilitate promotional activities.
- **Campaign Support:** Managed promotional budgets and digital assets to drive audience engagement.

### Freelance Editor & Writer | Tokyo

(Jan 2021 – Dec 2023)

- **Creative Production:** Contributed to a culture magazine for TBS Radio through editing, writing, and editorial support.
- **Promotion:** Led youth-targeted campaigns, successfully increasing bookstore placements and audience engagement.

### Fashion Magazine Editor |

Takarajimasha | Tokyo

(Apr 2019 – Mar 2023)

- **Coordination:** Managed end-to-end production lifecycles, budget tracking, and celebrity collaborations for fast-paced shoots.
- **Accuracy:** Delivered editorial projects with 100% accuracy under strict deadlines.

### Administrative and Sales Assistant |

Obic Office Automation | Tokyo

(Apr 2017 – Mar 2019)

- **Operations Support:** Managed recruitment initiatives and internal communications, handling high-volume administrative workflows for HR and sales.

## Skills

### • Production Management

Budget tracking, complex schedule coordination, and streamlining administrative workflows.

### • Operational Logistics

On-set logistics management and inter-departmental liaison in high-pressure environments.

### • Talent & Agency Relations

Professional handling of high-profile talent and agencies with a focus on cultural sensitivity.

### • Post-Production & Tech

Proficient in Adobe Creative Suite, meticulous document control, and quality assurance for editorial content.

## Education

• International Liberal Arts Kyoto University of Foreign Studies (2013-2017)

• Business English Course UNSW College, Australia (2015)