

Michael Jones

michaeldjonesy@gmail.com • 08073041488

Objective

I am an American living in the Tokyo area on a spousal visa. I have a strong desire to pursue a career in Recruiting. I can speak both English and Japanese, have strong communication skills, and am very technologically literate allowing me to be a versatile member of any team.

Experience

Customer Service | GU

Apr. 2024 – Present

Ginza, Japan

- Assisted customers on deciding what clothing to purchase
- Communicated with both customers and coworkers in both Japanese and English

Property Management | Parents Property

Apr. 2023 – Apr. 2024

Colorado Springs, CO

- Maintained communication with renters and helped them through problems
- Organized cleaning and maintenance of the properties

Data Analyst | Kiewit

Aug. 2021 – Sep. 2022

Denver, CO

- Consulted with various departments to understand their unique data problems
- Supported internal customers on solutions post implementation to ensure satisfaction with the end product

Education

University of Colorado, Colorado Springs, CO, Graduated 2020

Bachelor of Science in Computer Engineering

GPA: 3.64/4.0

Yoshida Institute of Japanese Language, Tokyo, Japan

Oct. 2022 – Mar. 2023

Skills

Languages: English(Native), Japanese(Business level)

Computer: Microsoft Word, Powerpoint, Excel