# HANAKO DAIJOB

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Career summery

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* 4 years of web-related development experience.
* Excellent project planning and management skills, including budgeting, scheduling and staffing.
* Experience as a project leader on a cross-functional production team.
* Experience in
* managing projects worth 10-million yen to 100-million yen
* translating business goals into storyboard and programmable specs.
* meeting deadlines in a fast-paced environment.
* working closely with application programming, content development and business developmentteams.
* Outstanding creative and editorial skills for developing original products
* Strong verbal and written communication skills.

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Online Portfolio

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[www.getglobal.com](http://www.getglobal.com/) [www.japantimes.com](http://www.japantimes.com/) [www.jobtimes.com](http://www.jobtimes.com/)

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Computer Skills

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-Windows 98/2000/NT/XP, Macintosh, UNIX

-Dreamweaver, Flash, Fireworks, Frontpage, Java, Javascript, JSP, HTML, DHTML, Perl, CGI, FTP

-Adobe Photoshop, Illustrator and PageMaker, FreeHand, GIF Animator, Quark Express,

-MS Project, Visio, Word and PowerPoint

-Digital Photography

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Professional Experience

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Web Director, October 2001 to present

* Manage all aspects of the development process: schedules, budgets, design, production, editorial, approvals and testing.
* Oversee integration of content with site architecture and design.
* Develop web project document outlining objectives, requirements and milestones.
* Create storyboards, page layouts and functional specs for engineering and programming staff.
* Communicate schedule to the client and track deliverables.
* Recommend and implement improvements based on clients 1 feedback. Accomplishments

+ Completed all projects on time and within budget.

+ Improved quality, reduced costs and increased profitability by 30% by improving processes and content.

1. ABC INTERNET CO., LTD., Tokyo

Content Manager, May 2000 to September 2001

* Defined content development goals and led the development process for each client.
* Managed the company-client joint teams to create and implement content that meets the needs of the client and their target market.
* Developed and maintained the budget and schedule for content management.
* Worked with writers, designers, product development staff and software engineers to lead development of creative content from initiation to completion.

Accomplishment:

+ Always received praise from clients; achieved 100% customer satisfaction and retention.

1. WEB CORPORATION, Tokyo

Webmaster, October 1999 to May,2000

* + Maintained and updated Web content daily for 20 clients.
  + Designed Web pages, including copy writing and graphic creation.
  + Coordinated between marketing and technical teams.

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Education

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Best Design School, Tokyo, 1997-1999 Certificate in Computer Design

Minami High School, Tokyo, 1997