

Trevor Bogna

trevbogna@gmail.com

OBJECTIVE STATEMENT: To acquire a position in which I can fully utilize my language skills alongside my international cultural and business knowledge to facilitate the expansion of an organization's scope or customers' experiences to include opportunities abroad. In doing so, I wish to further develop my analysis skills and experience in applying my previous business and educational experiences in a new environment.

EDUCATION:

B.A. in Japanese Language and Culture

CSUMB (Dec 2021)

B.S. in Business Administration

CSUMB (Dec 2021)

Concentration

Management/International Business

SUMMARY OF QUALIFICATIONS:

Bilingual in Japanese (Intermediate-high)

Study abroad experience

Group coordination & communication

Customer service experience

Familiar with computer hardware & software (Desktop maintenance)

Knowledge of MS Office (Word, Excel, Visual Basic), Windows

WORK EXPERIENCE:

Coordinator for International Relations

August 2022-Present

Fukui Prefectural Government, Fukui City, Fukui Prefecture, Japan

- Translate documents from Japanese to English for various departments
- Interpret for diplomatic and economic outreach events
- Welcome foreign officials and esteemed guests of the prefecture
- Create presentations relating to the experience of foreign nationals in Fukui
- Provide English support to the Fukui Consultation Center for Foreign Residents

Capstone Project (Business)

CSU Monterey Bay, Seaside, CA

August 2021-December 2021

- Analyzed a small convenience store in Marina to determine its viability
- Suggested changes in the firm's strategic identity to create a competitive advantage in the local market
- Utilized a number of analyses to increase the firm's competitive competency
- Used knowledge of the local and national convenience store industry staples (supply chain, customer service) to identify areas of improvement

Writing Tutor

CSU Monterey Bay, Seaside, CA

January 2020-December 2021

- Assisted students with reading and writing strategies
- Managed a schedule and facilitated a healthy and optimal learning environment
- Utilized expertise in business writing and language learning to help students

English Teacher

Flower Kids English School, Kitakyushu, Japan

March 2019-August 2019

- Assisted a language teacher in conducting English lessons for 3rd-8th grade students
- Used one-on-one time during group sessions to determine what area each student needed help with
- Focused on conversation through repetition along with vocabulary

Intern

HalloDay (supermarket chain), Kitakyushu, Japan

May 2019-July 2019

- Worked on the shop floor, packed products and took inventory
- Attended classes detailing the specifics of Japanese businesses and business manners
- Traveled throughout Kitakyushu, following the company's supply chain
- Presented observed cultural differences between American and Japanese work culture

Proofreading

University of Kitakyushu, Kitakyushu, Japan

October 2018-July 2019

- Read and revised written reports of Japanese college students majoring in English
- Met with students one-on-one and corrected grammar mistakes on their essays
- Explained uncommon grammar concepts or phrases to students

Summer Intern

Boston Scientific, Valencia, CA

Repeating Summers 2016-2019

- Reduced backlog of compliance paperwork and sorted documents
- Took inventory of training materials, medical equipment and surgical tools
- Managed the use of an operating room for training and research
- Oversaw the nationwide distribution and maintenance of simulation equipment

AWARDS:**26th Annual Exchange Student Japanese Speech Contest (University of Kitakyushu):**

- 1st Place, Group B (May 2019)

CSUMB World Language and Cultures Capstone Festival:

- Outstanding Capstone Project (June 2020)

CERTIFICATIONS:**College Reading and Learning Association:**

- International Tutor Training Program: Advanced Tutor, Level 2