

## Yumiko Johnson

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### **Strengths**

- \* Strong problem solving abilities – a quick learner at work
- \* Proven ability to undertake multiple tasks and prioritize to meet the deadlines.
- \* Experienced in working under multiple time-zone, remote work environment.
- \* Bookkeeping knowledge, proficiency in Quickbooks (Premier, Enterprise level)
- \* Windows 7Pro&10Pro, MS Office suite, Acrobat DC(PDF edit), Email, SmartDraw, Others

### **Work Experiences**

#### **Office Manager: Full-Time**

**March 2005 – January 2020**

Kubota Membrane USA Corporation/ Bothell, WA

Key functions: Full charge bookkeeper with AP-AR-Banking tasks, State & Local tax dealings, in charge for annual audit. Administrator for HR-Payroll and Employee benefit programs. Experiences also includes international and domestic shipments matter with forwarder, preparation of documents. Facility and office IT coordination. The position required working with other divisions in the group company, remote staff, as well as working closely with third party CPAs, auditors, and IT consultants. Supervised and oriented new admin personnel as needed.

#### **Administrative Assistant /Customer Service/Sales Assistant oriented experiences: Total over 20yrs**

Microsoft /Issaquah WA: EMEA Rapid Response Coordinator (Contingency work) 2003-2004

Review premier clients' IT problem and requests for tech support: dispatch right engineers as needed.

Metawave Communications/Redmond, WA:

Administrative Assistant for Sales & Marketing (Full-Time) 1998-2000

Amazon.com / Seattle, WA (short term, Full-Time) Tier 1 Call Center customer service 1997

Michaels International, Inc./ Seattle, WA 1993-1994

Administrative Assistant for Sales office: Summer internship (1990) to OPT position (1993-1994)

Berlitz Schools of Language, Inc./ Tokyo, Japan (Full-Time) 1987-1989

Sales staff at one of major branches in Tokyo. Achieved highest sales volume for the branch as a team staff.

Asahi Chemical Industries Co.,Ltd/Tokyo, Japan (Full-Time) 1982-1986

Administrative staff in a Sales department. Dealt with departmental reports, export tasks, documentations.

### **Education**

Seattle University, Seattle WA 1993

B.A. degree in Journalism/with business oriented courses Cum Laude GPA 3.61

Bellevue Community College, Bellevue, WA 1990

International Business Program Certificate

Gakushuin Women's Junior College 1981

A.A. degree: Concentration on cultural histories (Eastern/Western)

Other trainings: Certificate of Bookkeeping - 6 courses completed (AIPB) 2020

State and Local Tax handlings (multiple seminars and OJT) 2016-2019

Quickbooks Intermediate (Bellevue Community College Continuing Edu.) 2004

**Eligibility to Work:** Lawful Permanent Resident in USA

**WA Driver's License**