

TORI TAIYO JOHNSON

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## PERSONAL PROFILE

I achieve my goals despite obstacles and regardless of what other people think is possible. I do not think or do things the way the majority of people do. I see what I want to do, I take a calculated risk and I do it.

## OBJECTIVE

I will add value through diligent work and creativity, and by meeting challenges head on.

## EXPERIENCE

2006-Present Superior Optimum Services, Corp. (Interior Design Workroom)

### *Office Manager*

- Collaborated with owner George Rios to relocate the company to a new warehouse in Boca Raton (including handling all of the license requirements, etc. with the city of Boca Raton)
- Reorganized and improved the accounting (cash management) and filing systems
- Created an office manual documenting all necessary office procedures (for the training of future office workers)
- Developed a marketing kit (including a pricing catalog, company overview, and testimonials)
- Internet marketing: developed and optimized company website; interactive marketing via blog and e-newsletter; created intranet for our corporate partners

2005-Present Eagle Land Grace, LLC

### *Founder*

- Incorporated the company in 2005 while attending university in Tokyo, Japan.
- Created fully web-based (SaaS-powered) business backend systems (the business can be run from anywhere)
- Created and provided a full range of web development and internet marketing services to clients. Documented ROI.
- Hired the services of virtual assistants; outsourced tasks; managed workflow.

2006 (3 months) International Financial Services (Tokyo, Japan)

### *Business Development Internship*

- Participated in marketing and networking initiatives to launch the IFS Tokyo branch office
- Worked directly under the branch manager and gained insight into establishing an enterprise in Japan
- Received training in financial services from visiting financial institution representatives

2005-2006 *Le Monde Horse* Language School (Tokyo, Japan)

*English Language Instructor*

- Interviewed in Japanese
- Collaborated with Japanese management (in Japanese)
- Instructed students of various ability, explaining difficult points in Japanese

2004 (4 months) Shakamedia Music Retail Store (Tokyo, Japan)

*Business Management Internship (self-initiated)*

- Worked with proprietor on a business plan for raising capital from the city
- Created financial statements: (Balance sheet, Income Statement, Sales Forecast, Break-even Analysis)

## EDUCATION

2001-2004 University of Miami Major: Business Management  
GPA: 3.4

- Courses: Economics, Accounting (using excel), Business Law, Financial Management, Computers for Business (Word, Excel, Power point, Access)
- Founded the “Japanese Language Table” meetings with the help of the language department
- Went on student exchange to Sophia University, Tokyo 2002-2003 (first to go in 10 years)

2004-2006 Sophia University (Tokyo) Major: International Business  
GPA: 3.6

- Courses: Comparative Marketing, Corporate Strategy, Management, Web design, Databases
- Clubs: Co-founded the Global Society Club, Sophia Enterprise's Job Forum team member, Sophia Express: organized three orientation events for new students (for 3 semesters).

## SKILLS

### *Language*

- Japanese: Sophia University “Language Intensive Program” and “Advanced 1” graduate

### *Computer Skills*

- Web-design: Six years of free-lance experience (HTML, CSS, PHP, MYSQL)
- Microsoft Office: Word, Excel, Power point, Access
- Quickbooks