**Naoki’s Skill**

**HIGHLIGHTS OF QUALIFICATIONS**

* Proficient with MAC OS X, Adobe tools, MS Word, Excel, PowerPoint, Lotus Notes, Outlook, Windows Operating Systems, and Auto CAD
* Bilingual native-level Japanese and conversation-level English
* Excellent internet research skills
* Capability to build and assemble computers
* Fourteen years of experience with production technology, setting up machine and equipment, designing set up process, developing cleaning tools and responsible for quality control of electrical parts at manufacturing company

**Tools & Equipmen**t

• General office equipment including phones, fax, copier personal computer, etc.

• Mechanical and testing tools.

Evaluation tools

(**Optical microscope, AFM(Atomic-Force Microscopy),Ellipso-meter, SEM(Scanning Electron Microscope), Vernier, Micrometer, Tension testing machines and so on**)

Making tools

(**Drilling machine, Electric Sander, Jigsaw, High-speed cutter and so on**)

**Job Dimensions (skills, knowledge & abilities**)

Accuracy, Analysis, Attention to detail, Communication: Speaking, Reading and Writing English & Japanese, Dependability/Reliability, Diplomacy, Mechanical Engineering Knowledge, Flexibility/Adaptability, Information Technology, Initiative, Listening & Understanding, Monitoring/Control, Multi-tasking, Office equipment usage, Computer technical usage, Planning & Organizing, Problem-solving, Research, Technical Communication, Time management.

**Other & Miscellaneous**

• Document translation from English to Japanese and/or vice versa as needed.(Basic level)

• Seeks constant improvement, more efficient and less expensive ways and means in work processes.

• Performs special projects and other miscellaneous duties as assigned by supervisors

• Maintains high ethical standards in the work place.

• Reports all irregular issues and problems to supervisors for solution.

• Complies with all company policies and procedures.

• Responsible for maintaining a clean and safe working area.

Mechanical Design or for Process Engineer

• Obtains new production plans, specification and schedules.

• Communicates with the design engineers and other departments for issues on new products.

• Comprehends design results and communicates the result to the clients.

• Communicates with the prototype supplier for the creation of prototype parts.

• Plans and conducts validation tests of parts.

Modifies drawings in accordance with the tests, analysis and supplier/customer requests.

• Develops design reports that include what are changed and issues.

• Maintains all documentation for quality improvement.

• Finalizes drawings with specifications for mass production of parts.

• Communicates with the tooling suppliers for the creation of mass production of parts.

• Identifies problems by collecting, summarizing and interpreting the data result.

• Coordinates meetings with clients to discuss technical issues.

• Observes production lines before starting mass production

• Assists mass production process by analyzing and testing issues.

**Soft wear skill**

C, Python, Ruby, Javascripts, Swift, Go – I am studying these for 6 months through online/hands on training now. (Paiza learning and other).but I don’t have real experience on job yet. I just have basic knowledge only. I do skill up through free lancer job. I know about “Basic” or Fortran. I learned these when I was a student. So I can understand about basic things.

Making home page – I have experience to make home page (Wix, Word press)