

# Alexander Kuzimski

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alexanderkuzimski.com

**Objective** Seeking opportunities to contribute to communication, writing and design

**Education** Michigan Technological University

BS Scientific and Technical Communication (August 2004 to December 2008)

Earth Science Minor

Kirtland Community College

AS Computer Information Systems (September 1999 to April 2004 • Winter 2010)

**Work History** Weyerhaeuser (Summers June 2004 to July 2010 • Sept. to Oct. 2014 • Feb. 2017 to present)

*Operations and Office Assistant*

Distribution lift truck operator, loading product onto flatbed semi-trucks

Manufacturing/production operator

Transferred paper database files to a new Excel spreadsheet database

Composed user-oriented manual for database maintenance

Maintenance of facilities in a safety-conscious manufacturing setting

Ohashi Technica (April 2015 to January 2017)

*Lead Sales Representative*

Tier I supplier for Honda and Nissan; Tier II supplier for Toyota

Managed 26 customer accounts (\$1.2 million monthly sales)

Achieved \$203,000 new monthly business

Assured quality product by understanding customers' needs

Monitored ongoing projects to achieve zero obsolescence

Negotiated the addition of five new customers

Balanced office work and traveling to provide direct customer service on location

Worked in a non-commission, results-driven sales setting 50 hours per week

NT Tool USA (January 2015 to March 2015)

*Office / Warehouse Assistant*

Edited catalogs and fliers for spelling, grammar and clarity of meaning

Developed and managed multiple user-oriented databases

Responsible for warehouse management and organization

Prepared and packaged products for delivery to customers

Performed general office work in a fast-paced environment

The JET Programme (August 2010 to August 2014)

*Assistant Language Teacher*

Translated official Japanese documents into English  
English teaching in Japanese public schools  
Developed lesson plans and created informative presentations  
Participated in cultural exchange and school events  
Corrected and edited students' English papers and homework

United States Census Bureau (April 2010 to May 2010)

*Enumerator*

Interviewed residents and conducted census questionnaires  
Completed followup paperwork and clerical responsibilities

Michigan Technological University Housing (June 2008 to June 2009)

*Graphic Designer and Webmaster*

Created and maintained information resources including websites and brochures  
Designed media according to University Identity Standards and Editorial Guide  
Coordinated large projects across Michigan Tech departments

Michigan Technological University Athletics (September 2004 to June 2009)

*Cameraman and Videographer*

Filmed NCAA Division I Men's Ice Hockey and Division II Women's Basketball  
Developed promotional videos and prepared media for live broadcast

**Leadership**

*President (2006–2008)* – Japanese culture student organization HARO (MTU)  
*Public Relations Officer (2005–2006)* – HARO (MTU)  
*Team Captain (2007–2009)* – intramural ice hockey (MTU)  
*News Director (2005–2006)* – college radio WMTU (MTU)

**Computer Skills**

*Operating Systems* – Windows • Macintosh • Linux • UNIX  
*Programming* – HTML • CSS • PHP • Ajax • JavaScript • C++ • Java  
*Adobe* – Photoshop • Illustrator • InDesign • Dreamweaver • Flash • Premier • Acrobat Pro  
*Microsoft Office* – Word • Excel • PowerPoint • Access  
*Other Software* – Wacom Tablet • Pro Tools • Tricaster Studio

**Experience**

Freelance web design, graphic design and photography since 1999  
Freelance writing and copyediting since 2006  
Freelance Japanese translation since 2012  
Teaching English as a Foreign Language Certification (TEFL) 2014

**Languages**

Japanese (conversational)  
Spanish (intermediate)