

Thomas S. Cannon III  
Minneapolis, MN

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### **Objective**

- Seeking a challenging position that will allow me to facilitate effective communication across linguistic barriers by contributing my language and cultural expertise and professional background as a cultural ambassador. I am fluent in the Japanese Language and Culture and deeply committed to bridging the gaps between languages enabling accurate communication between all parties involved.
- Recently completed the 5th year of my contract in Japan and am looking to bring the skills gained working overseas to the US and international markets.

### **Skills**

- Exemplary Customer Service
- Business Level Japanese Proficiency
- Microsoft Office Suite Proficiency
- Conflict Resolution
- Organization
- Interpersonal Communication
- Time Management
- Active Listening
- Fast Learner
- Adaptable

### **Education**

BA University of Minnesota-Twin Cities (2017)

Asian and Middle Eastern Studies (Formerly Asian Languages and Literature-Japanese)

- Exchange Program for one semester at Kanda University of International Studies (2016)

### **Professional Experience**

Kochi Prefectural Government - Kochi Prefecture, Japan

Coordinator for International Relations (July 2022 - Present)

- Averaging approximately 7 assignments per month as a translator and interpreter for Kochi Prefectural Government as a member of the Culture and International Affairs Division, translating and interpreting for the Governor of Kochi and other Kochi Prefecture representatives when interacting with other countries
- Undertook the role of Prefectural Advisor for Kochi prefecture, educating approximately 120 new and existing participants of the JET, the Japan Exchange and Teaching Program, through organizing orientations, teaching necessary skills and knowledge about Japan as well as accepting consultations and working with the Kochi Prefectural Office to resolve problems between JET participants and Contracting Organizations.
- Participating in events to showcase Minnesota and promote cultural awareness using Japanese to connect with audiences of all ages
- Interpreted for a diplomatic conversation between Governor Hamada Seiji of Kochi Prefecture and 9th President of Micronesia David Panuelo
- Assisted in research and preparation for a week-long diplomatic visit to Benguet, Philippines, and supported the Deputy Director General of the Department of Culture, Community, and Sports as the accompanying interpreter

Mihara-Mura Board of Education - Kochi Prefecture, Japan

#### Coordinator for International Relations (July 2018 - July 2022)

- Taught English in schools and adult-focused English classrooms daily to 80 students with age ranges starting at 5 years old up to 70
- Wrote a bi-monthly article for the Mihara Newsletter in Japanese, detailing experiences with village life and cultural exchange, totaling 24 articles over 4 years
- Assisted in the exchange program between Mihara Village and Cairns, Australia, as well as aiding in all matters of international relations and making appearances at village events to help promote cultural exchange and participation in other cultures
- Was selected as Prefectural Advisor in my 2nd year and chosen as the Prefectural Coordinator for International Relations at the end of my 4th year

#### Which Wich - Minneapolis, MN

##### Catering Manager (June 2017 - July 2018)

- Built catering customer relationships with regular and new customers
- Performed general restaurant tasks from food preparation and cleaning while confirming catering orders and managing employees to ensure that catering was completed by the target time
- Worked at the cash register and handled money while building customer relationships and providing the best possible experience
- Promoted to catering manager after three months as a line worker

#### YMCA - Minneapolis, MN

##### Member Services (July 2017 - July 2018)

- Assisted at the member service desk, promoting and informing existing and prospective members about YMCA services and ensuring that no member was left unattended
- Communicated in a friendly and courteous manner while answering phones, transferring calls, and taking messages, presenting a clean and professional image to all employees, members, and the general public
- Made use of the YMCA system to register and end memberships, permit guests, and enroll members into various YMCA programs efficiently

#### **Certifications and Courses**

- N1-Japanese Language Proficiency Test, Highest Proficiency (2022)
- Completed the 3-month eJuku Translation Course offered through the Japanese Association of Translators (2021)
- Completed the 6-month Japanese Exchange and Teaching Program Translation and Interpretation Course (2019)