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| MA Objective To continue to challenge and boost my existing skillsets, broaden my horizons across new industries and take on new initiatives to further develop my professionalism and character. Skills I possess a broad range of skills from both my time in finance and most recently training in business and English communication in Japan:   * Japanese – conversational (intermediate level) * Conducted Corporate Training courses at a variety of seniority levels, across a range of industries and departments. * Business Comm. Training * Presenting, Meeting Facilitation and Public Speaking * Financial Knowledge * MS Office – Highly Proficient * Management and Leadership * Analysis and Consultation * Content Creation * Teaching Online  ACHieVeMENTS From my time in Japan and Australia, I have been able to accomplish the following   * Started my own website as a free service for tourists and people living in Japan. * Created my own free Japan travel discussion group, and continue to contribute to and manage this on a daily basis. * Obtained a 5 year working visa in Japan * Teach Corporate Lessons in Japan * Completed 1 year of Japanese Language study * Continue to live abroad in Tokyo, Japan * Conducted Investment training sessions for staff within AMP and MLC. * Obtained my financial advice license in Australia * Designed a comprehensive Induction program for a whole MLC department. * Implemented various cost saving methods and process improvements at MLC/AMP. | |  | | --- | | Matt AinsworthFinance Professional | CORPORATE TRAINEROjima 1-18-4, KOTO-KU, TOKYO, JAPAN |  Experiencebusiness english trainer • berlitz japan (aoyama-ichome, tokyo) • march 2015 - PRESENT Focused on the Corporate sector of Japan, especially financial companies (accounting, investment, banking) I am responsible for teaching students across a variety of professions and career levels. The key focus of these programs is to provide business level communication skill training and development to enable the students to boost their ability and potential future careers. Courses range from single focused goals, to multiple objectives including, presentation skills, meeting facilitation and participation, business socialising, culture training and more. I have conducted intensive courses, group and private lessons across a range of sectors, seniority and competency levels. PRODUCT MANAGER • AMP LTD (Sydney, australia) • NOVEMBER 2010 - June 2014 As Product Manager for a HNW (High Net Worth) Investment Platform, I was responsible for maintaining communications with internal/external stakeholders, developing communications for our clients, running training seminars with internal/external staff, maintaining website content and brochures and other marketing material, managing investment menus, database management UAT testing and more. PRODUCT MANAGER • MLC LTD (Sydney, australia) • FEBRUARY 2004 - July 2010 As an Investment Product Analyst for MLC’s range of Multi-Manager and Single sector retail funds, I was responsible for responding to investor/financial planner investment queries, developing communications for clients, collating fund performance data for quarterly reporting, running training seminars with internal staff, maintaining website content, updating brochures and marketing material and more.  Prior to that, I conducted various roles within the company including in the contact centre, and holding roles in management, projects, IT support, database and website content management. EducationARC Japanese language school – shibuya, tokyo Completed 9 months of Japanese language study up to mid-intermediate level at this school, before transferring to a work visa in Japan. advanced diploma of fin. svcs. – adviser campus, sydney Completed Advanced Diploma of Financial Services (Financial Planning) Leadership & PROJECT Management During my time in both AMP and MLC (Sydney, Australia) I have held leadership roles, managed teams and lead several different projects both moderate to smaller scale. As an example, I created a whole department induction program independently over a 3-month period. I believe I am very personable, supportive and can make decisions when required. |