

KOKI NAKAURA

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EDUCATION

Waseda University, Tokyo, Japan

April 2021 - April 2025

Bachelor of Liberal Arts in Political Economy

- Minor in regional revitalization
- GPA 3.69

The University of Richmond, Richmond, VA

August 2022 - May 2023

Exchange student

- Exchange Student from Japan
- Minor in Public Policy

WORK AND LEADERSHIP EXPERIENCE

House of Representatives, Kiyoshi Igarashi Office, *congressional office building, Tokyo January 2022 - July 2022*

Secretary Apprentice

- Assisted the diet member in administrative tasks and organized several meetings for the diet member and national public servant
- Participated in 3 Japanese parliamentary groups including agriculture, transportation, and energy problems
- Provided the diet member several information from newspapers related to the policy
- Organized and scheduled diet members' regular meetings of the political faction over 5 times

Study-Plus corporation (Venture Educational Company in Japan), *Tokyo, Japan* September 2021 - July 2022

Sales Intern

- Conducted over 50 times of business negotiations regarding the company's product with Japanese high schools and gained new customers
- Managed the team member of the project and arranged several events for internship members
- Mentored and developed 10 junior intern members regarding the skills and systems within a limited time to increase productivity
- Drafted over 5 efficient ways to conduct business negotiations smoothly

SKILLS & ABILITIES

- Japanese (Native), English(TOEFL 101), Chinese (Beginner)
- Microsoft Office (Word, PowerPoint)
- Japanese mathematics exam (pre-2)
- Adaptability (relocated 6 times), Problem Solving Skills

RESEARCH WORK

- Built a group of 10 members and directed research in Fukushima Nuclear Plants and disaster affected area by the earthquake, focused on regional revitalization and nuclear energy (May 2022)
- Executed a field study in Disaster affected area in Tohoku, Japan, visited the house of local politicians and cooperated in order to decrease the suicide rates in Otsuchi city, Iwate Prefecture (February 2020)