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# Kotei Aoki

Builder of future

## SKILLS

### Diversity Workforce

Adapt to cultural diversity | Public relations  
Volunteer management | Group Fitness  
Membership recruitment | Youth Coach

### Teachable Subjects

Volleyball | Mathematics | Statistics | Physics  
Art of War | Journalism | Remote Access  
Media Streaming | Quantitative Data Analysis  
Environmental Conservation | Emergency Care

### Global Regulatory Compliance

Sustainability Project Management  
Compliance Remediation | Gap Analysis  
Advertisement & Promotion | Medical Device

### Adventures Specialties

Alpine Skiing | Flatwater Canoeing  
Quetico Provincial Park | Boundary Waters  
Garibaldi Provincial Park | Backcountry

### Office Suite

Word | Spreadsheet | PowerPoint | Publisher

### System Admin

Linux | Mac | Windows | Raspberry Pi | Jetson

### Database Management

JSON | Relational DB (RDB) | XML | Shapefile

### Scripting

Javascript | SQL | PERL | Python | LaTeX

### Efficiency

Regular Expression | Bash

### Quantitative

MATLAB | Octave | SAS | R | SPSS

### Visualization

Google API | GIS | GNUplot

### Multimedia

Audacity | Photoshop | GIMP

## LANGUAGE

(Proficiency)

English / Japanese (*Bilingual*)

Mandarin / French / American Sign Language (*Elementary*)

### ACE Guided Group Fitness Instructor

*Continually learn about body mechanics, physical therapy, health and fitness research  
Adapt to abilities, needs, and demography of the participants  
Help maintain equipment and teach the special classes*

### Head Coach

*Management - managing motivation, scheduling, culture of respect and trust  
Development - training athlete, assessing skills, teaching skills, teaching teamwork  
Applies Sun Tzu's Art of War concepts to coaching technique  
Trains the champions and the leaders  
Strives to improve as a coach and as a team player*

### Regulatory Affairs Specialist

*Expert in premarket notification: proactively address recurring FDA inquiries  
Adapt to the global regulatory requirements  
Trained and mentored new specialists to become the subject matter experts  
Assessment of risks, product complaints, and field feedback for product improvement  
Helped problems around the office and ensured the productivity at work*

### Database Programmer

*Big data processing  
Self taught programmer*



*Insight from the multivariate and descriptive statistics, and visualizing the data  
System administration and administration of the relational databases  
Characteristics study in the application of automation*

### **Volunteer Stable Manager**

*Managed volunteer resources to maintain stalls, helped direct new volunteers with tasks,  
and facilitated therapeutic lessons at each evening shift  
Taught the basic equine care and barn care for the new volunteers  
Selected as the Volunteer of the Month in the third month of involvement*

### **EXPERIENCE**

#### **OWEN COUNTY FAMILY YMCA**

*Group Fitness Instructor  
08/2016 to PRESENT*

#### **COOK INCORPORATED**

*Regulatory Affairs Specialist  
01/2013 to 11/2018*

#### **TIER TEN VOLLEYBALL CLUB**

#### **HOOSIERLAND VOLLEYBALL CLUB**

#### **GIRLS INC. OF MONROE COUNTY**

*Head Coach  
01/2014 to PRESENT*

#### **INDIANA UNIVERSITY**

#### **Information Technology Group**

*Database Programmer  
05/2010 to 11/2011*

#### **PEOPLE & ANIMAL LEARNING SERVICES**

*Stable Manager  
05/2014 to 08/2016*

### **EDUCATION**

#### **INDIANA UNIVERSITY (2010-2011)**

*Master of Public Affairs  
Diversity Workforce Management  
Public Management  
Policy Analysis*

#### **STONY BROOK UNIVERSITY (2004-2008)**

*Bachelor of Science  
Applied Mathematics and Statistics  
Behavioral Economics  
Science and Technology Ethics*

### **CERTIFICATION**

*First Aid/First Responder, Wilderness First Aid/First Responder  
Adult/Child/Infant CPR/AED, Oxygen Tank, Bloodborne Pathogen  
Zumba Toning, Step Zumba, Aqua Zumba, Zumba Kids & Kids Jr.*