

Natsuki Harada

Vancouver, BC | +1 (236) 999-5418 | natsuki.harada05@gmail.com

LinkedIn: www.linkedin.com/in/natsuki-hrd

PROFILE SUMMARY

JP / EN operations professional with experience coordinating cross-functional teams, improving workflows, and managing e-commerce and event operations in Canada and Japan.

Authorized to work in Canada, Available for full-time opportunities from August 10, 2026.

CORE Skills: Business Operations, Project Coordination, Process Improvement, Cross-functional Coordination, Vendor Relations, Inventory Management, Conflict Solution

Tools: HubSpot, Shopify, Amazon Seller Central, WordPress, Google Analytics, Meta Business Suite

PROFESSIONAL EXPERIENCE

Business Operations & Digital Marketing Manager

AK Japan Market Access Inc. | Vancouver, BC | Apr 2026–July 31 2026

- Co-founded an early-stage B2B and B2C company supporting Japanese brands entering the Canadian market through e-commerce, wholesale, and market-entry services.
- Built centralized workflows in Notion and Discord and coordinated weekly execution across 10+ marketing, web development, sales, and external contributors.
- Led the launch and operation of a corporate website and multilingual Shopify store while managing 10+ SKUs and 100+ inventory units across Shopify and Amazon.
- Managed B2B outreach and CRM activity through HubSpot, supporting approximately 10 business discussions and advancing two prospects to product sampling or test introduction.

Event Operations Team Leader

Outsourcing Total Support | Osaka, Japan | Apr 2025–Oct 2025

- Promoted to Team Leader within three days and co-led daily assignments, breaks, and operational support for approximately 30 staff.
- Coordinated with 5+ vendors per shift, event management, payment providers, stage teams, and other departments.
- Resolved staffing changes, guest complaints, payment-terminal issues, and Japanese-English escalations at a six-month event attended by approximately 530,000 visitors.

Kitchen Helper / Busser

L'Atelier Patisserie | Vancouver, BC | Mar 2026– July 31 2026

- Supported daily service operations and collaborated with kitchen and front-of-house teams in a fast-paced Canadian workplace.

EDUCATION & Certifications

Business Diploma | Cornerstone College | Vancouver, BC

Feb 2026 – August 2026

Bachelor of Business | Ritsumeikan University | Osaka, Japan

April 2024 – March 2029

Microsoft Office Specialist: Excel Expert | Google Data Analytics Certificate