

MICHAEL T. KAMIYA



Experience:

Sales Director – Kamiya Gold, Inc. Hauula, Hawaii

June 2011 to Present

Job Details/Responsibilities:

- Oversee all sales aspects and distribution of fresh papayas.
- Work directly with all customers and vendors to insure customer satisfaction.
- Oversee and handle all Accounting and Bookkeeping responsibilities.
- Manage employees for production and sales distribution
- Perform all tasks needed to comply with USDA Food Safety Standards and undergo annual audits to insure successful distribution of products
- Train employees for Pesticide Handling and attend regular training classes to hold Hawaii State Pesticide Restricted Use License.

Customer Service Representative / Publications Coordinator - Hagadone Printing Company, Honolulu, Hawaii.

July 2000 to June 2011

Job Details/Responsibilities:

- Meet with clients such as publishers, designers and publication staff to take specific printing requests, initiate estimates & follow up with clients on print projects. Answer client questions & provide information on services & products, such as paper stock, ink, press, imaging, bindery & mailing.
- Facilitate & track active print “jobs” through the plant. Ensure timely progression of jobs through the different steps & departments. Work directly with department heads & insure that details & specific client instructions are followed.
- Handle customer billing and invoicing on all projects.
- Ensure client satisfaction as jobs progress & resolve complaints & disputes.


Account Coordinator – Lynette Lo Tom Communications, dba Bright Light Marketing Group, Honolulu, Hawaii.

June 1999 to June 2000

Job Details/Responsibilities:

- Assisted President & Account Supervisor in various public relations events
- Coordinated Chef Demonstrations at the 1999 BIA Home Show. Solicited Chefs to participate & provided public relations with media, print & event exposure.
- Assisted President & Account Supervisor in creating/composing various proposals & public relations packages for clients.

Education

Bachelor of Science in Business Management, Brigham Young University – Hawaii Campus 

- Subjects studied: Micro & Macro Economics, International & Domestic Marketing, Business Communication, Advertising, Public Relations, Accounting & Business Finance, Statistics, HR Management & Information Systems.

References:

Available upon request.