

Mizue Miyagi

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Objective Statement

Team-oriented daycare worker and art assistant with a commitment to fostering workplace harmony and effective communication. Eager to learn from and support co-workers, children, and families efficiently. Dedicated to problem-solving and contributing positively to the team dynamic, fostering a collaborative and supportive environment.

Professional Experience

Apr – May 2024 & Jan 2025 – Present

Assistant Teacher

Kids R Kids

Durham NC

- Support students in developing social, cognitive, and physical skills in the classroom.
- Maintain routine records, observe developmental milestones, and encourage progress to the next stage.
- 3 to 4 years old & 1-2 years old classroom.

June 2016 – Present

Art Assistant Teacher

Mei Art Studio

Durham NC

- Assisted the main teacher with teaching children aged from 10 to 18 years old.
- Teaching drawing skills and creating miniature clay.

July 2017 - March 2023

Server & Pastry Chef

Yamazushi

Durham NC

- Served customers course-meal cuisine while introducing cultural backgrounds of each food.
- Collaborated with head chef to provide seasonal pastries.
- Selected store displays and products, planning visual displays in line with cultural presentation style.

June - August 2016

Volunteer Senior Caregiver

Durham NC

- Assisted at an individual's private home.
- Prepared light meals and managed medication.
- Attended to the daily needs and activities of the senior person.

2005 - 2016

Document Designer & Translation Coordinator

Codos Co., Ltd. Tokyo, JAPAN

- Oversaw translation of product sales manuals received from the development department at Fuji Xerox. Managed translation agency quotes, instructions, schedules, delivery, revisions, and distribution to international branches.
- Edited product photos and created illustrations with using software for the website, ensuring compliance with legal requirements, vocabulary usage, and trademarks in Japanese language.
- Conducted final check process to ensure compliance with industry standards for product specifications.
- Organized visual documentation in PPT format.

2002 - 2005

English/Japanese reception

Staff Service, Tokyo, JAPAN

- Worked for Aflac American Family Insurance.
- A team leader for the telephone receptionist team in the general affairs department
- Handled customer complaints and concerns.
- Solved problems related to demands from customers and other departments.
- Adjusted daily team schedules during busy times.

Education

- Durham Technical Community College Graduation: May 2025
 - Associate Degree in Early Childhood Education

- Savannah College of Art and Design (Savannah, GA). 1998 – 2000
 - Computer Art
- Armstrong State University (Current name: Georgia Southern University), 1995-1998
 - Fine Arts
- Miyazaki Gakuen Junior College (Miyazaki, Japan). 1994-1995
 - English Language
- Miyazaki West High School (Miyazaki, Japan). 1991-1994

Highlights:

- CPR Certified, March 26, 2024
- SIDS Certificate, March 2025
- Power Point/Word/Photoshop/Illustrators

Practicum Experiences of Early Childhood Education: 144 hours completed