Edgard Areas

edgard.areas@gmail.com

Passionate professional with a strong commitment to creating engaging experiences. Seeking a role where I can contribute high-quality work, grow within an innovative environment, and collaborate on impactful projects.

EXPERIENCE

Poseidon Group International, Paramount, CA — Sales/Operations Coordinator

June 2021 - PRESENT

- Developed a spreadsheet for accurate weight measurements, reducing errors and minimizing paper usage.
- Collaborated as a key team member in developing an online inventory system, working with a developer to integrate order management, inventory tracking, and invoicing for operations.
- Played a central role in seafood orders, overseeing order processing, inventory allocation, coordinating 3rd party trucking, and managing FedEx shipments.
- Finalized orders with attention to detail and processed invoices, ensuring an end-to-end process.
- Managed communication with colleagues overseas, both in Japanese and English, fostering collaborations within the office and with external partners.

L.A. Gayming Society (L.A.G.S.), Los Angeles —Volunteer

July 2022 - Present

L.A.G.S is a 501c3 nonprofit organization that strives to promote inclusivity and create safe spaces in gaming for LBGTQIA+ people.

Volunteer Duties:

- Assisted in transporting equipment and setting up at various venues in the Los Angeles area.
- Direct guests and answer any questions regarding the organization, current and future events, raffle prizes, and attending the L.A.G.S booth.
- Help create a welcoming atmosphere, promoting inclusion, and fostering a sense of community.

SKILLS

CAT Tools

Computer Skills (Google Suite, Microsoft Office, Audio & Visual Editing)

Fast Learner

Adaptability

Organization and Efficiency

CERTIFICATIONS

JLPT N2

LANGUAGES

English (Native)

Spanish (Native)

Japanese (Working Proficient)

All Japan Tours, Ontario, CA — *Japan Tour Specialist*

May 2019 - March 2020

- Responded to clients' inquiries, concerns, and billing with professionalism, ensuring a positive and seamless experience.
- Provided clients with travel packages, offering prompt, accurate, and courteous service to meet their individual needs.
- Orchestrated packaged group tours and curated private custom tours and accommodations, aligning with each customer's unique specifications.
- Prepared detailed itineraries upon bookings, ensuring the accuracy of reservations and delivering confirmation promptly to clients.

Square Enix, El Segundo, CA — QA Tester

April 2016 - August 2016 (Contract)

- Identified and reported in-game bugs, enhancing the gaming experience for World of Final Fantasy.
- Proofread in-game text for World of Final Fantasy, ensuring linguistic accuracy and Square Enix title standards.
- Authored detailed error reports. Linking gameplay experience with the development team, and verifying fix effectiveness.
- Maintained efficient communication with the QA team, meeting deadlines for thorough testing.
- Upheld confidentiality for unreleased games, adding to the anticipation of game launches.
- Participated in industry events like Uncovered Final Fantasy XV and E3 2016, representing Square Enix.
- Leveraged Japanese language skills to translate game manuals.
- Recorded and edited gameplay for the E3 presentation

EDUCATION

Middlebury Institute of International Studies, Monterey, — *Localization Project Management*

October 2024 - Present

California State University, Long Beach, — *Japanese*

August 2017 - May 2019

University of California, Riverside—Languages (Japanese, Chinese, French)

September 2007 - June 2012

Josai International University, Togane, Chiba (Japan) — *Japanese Study Abroad*

September 2010 - August 2011