Curriculum Vitae - Librarian in Japan Tokyo

# Curriculum Vitae

## Personal Information

**Name:** [Your Full Name]  
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**Location:** Tokyo, Japan

## Professional Summary

A dedicated Librarian with over 8 years of experience in managing and curating library services tailored to diverse communities. Specializing in cultural preservation, multilingual resource management, and community engagement initiatives within Japan Tokyo. Proven expertise in leveraging digital tools to enhance access to knowledge while aligning with the unique needs of Japanese academic, public, and special libraries.

## Education

* **Master of Library and Information Science (MLIS)**, University of Tokyo, Japan (2015–2017)
* **Bachelor of Arts in English Literature**, Kyoto University, Japan (2011–2015)

## Professional Experience

### Lead Librarian

**Tokyo Metropolitan Library (Central Branch)** | Tokyo, Japan | 2018–Present

* Managed a team of 15 librarians and staff to ensure seamless operations across 10+ departments, including adult services, children’s programs, and digital resources.
* Implemented a bilingual (English/Japanese) resource catalog system to support Tokyo's international community, increasing user satisfaction by 35%.
* Organized monthly cultural events such as "Tokyo Book Fest" and "Author Talks," attracting over 2,000 attendees annually and strengthening community ties.
* Collaborated with the National Diet Library to digitize rare Japanese manuscripts, contributing to Japan’s national digital archive initiative.

### Librarian

**Tokyo Institute of Technology Library** | Tokyo, Japan | 2015–2018

* Curated academic collections in engineering and technology, ensuring alignment with the university’s research priorities.
* Provided reference services to students and faculty, with a focus on Japanese academic databases like CiNii and JSTOR.
* Developed a mobile-friendly library app that improved access to resources for over 10,000 students in Tokyo.
* Volunteered for the "Library as a Learning Space" project, redesigning study areas to promote collaboration and innovation.

### Internship

**National Library of Japan** | Tokyo, Japan | 2014

* Aided in the cataloging of historical documents for the "Meiji Era Archives," enhancing accessibility for researchers globally.
* Participated in training sessions on Japanese library standards (e.g., JALIS) and digital preservation techniques.

## Skills

* **Languages:** Japanese (N1 level), English (fluent), Chinese (intermediate).
* **Technical Skills:** Integrated Library Systems (e.g., Koha, Alma), metadata standards (MARC, Dublin Core), digital archive management.
* **Software:** Adobe InDesign, Microsoft Office Suite, Google Workspace.
* **Cultural Competence:** Deep understanding of Japanese library ethics, customer service norms (e.g., "omotenashi"), and community engagement practices.

## Certifications and Training

* **Japanese Language Proficiency Test (JLPT) N1**, 2017
* **Library Leadership Program**, Japan Library Association, 2019
* **Digital Preservation Certification**, UNESCO-IFLA, 2020
* **Cultural Heritage Management Training**, Tokyo Metropolitan Government, 2021

## Projects and Achievements in Japan Tokyo

* **Tokyo Digital Library Initiative (TDLI)**: Led a team to digitize 5,000+ rare books from Tokyo’s private collections, making them accessible online via the National Diet Library portal.
* **Community Literacy Program**: Designed workshops for elderly residents in Tokyo to improve digital literacy, reaching over 1,200 participants in 2 years.
* **Japanese-English Bilingual Resource Center**: Established a dedicated space at Tokyo Metropolitan Library to support expatriates and international students with multilingual materials.
* **Library Sustainability Project**: Introduced eco-friendly practices, such as solar-powered study areas and paperless operations, reducing the library’s carbon footprint by 20%.

## Professional Affiliations

* Member, Japan Library Association (JLA) since 2016
* Volunteer, Tokyo Public Library Network (TPLN)
* Mentor, "NextGen Librarians" initiative for young professionals in Tokyo

## References

Available upon request. Contact [Your Email] or [Your Phone Number].

This Curriculum Vitae is tailored for a Librarian role in Japan Tokyo, emphasizing cultural expertise, multilingual proficiency, and commitment to community-driven library services.