

OKI, Mikito 沖 みきと

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PROFESSIONAL PROFILE

- Excellent bilingual communication skill
- Outstanding ability to adopt new computer technologies
- Highly knowledgeable in hardware/software applications
- Problem solver, team player with ability to work independently

PROFESSIONAL HISTORY

- **Owner / Director, Media to People Incorporated, Osaka, Japan, September 2004 - Present**
 - Founded the new business platform specialized in translation/localization, audio/visual production, DTP and type-setting.
- **Manual Division Chief / Project Manager, GK Associates, Osaka, Japan, April 2001 - August 2004**
 - Managed manual productions for hardware/software companies worldwide. Translated manuals, software/hardware user interfaces, pamphlets, presentation documents, and marketing promo lines.
 - Worked as a designated DTP operator for SHARP® Corporation manuals. Created manual templates, EPS objects and traces, and custom fonts.
 - Worked as a sales representative for the company's manual division.
 - Wrote various data processing programs in Python and AppleScript. Designed data processing scripts for Adobe® InDesign, Pagemaker, Illustrator in Apple® Mac OS 9 and Mac OS X. Programmed various VisualBasic data processing scripts for Microsoft® Excel. Wrote user manuals for employees.
- **BML Programmer, IMET Electronics, Tokyo, Japan, August 2000 - December 2000**
 - Worked as a programmer for Digital Satellite broadcast contents for BS FUJI® and Megaport Broadcasting®.
- **Instructional Technology Specialist, Ohio University, USA, January 1999 - May 2000**
 - Developed and managed technologically driven teaching environment for fine arts education.
 - Served as a network system administrator. Established a Linux-based media file server. Implemented computer labs at several key locations. Enabled shared printing and network services. Established a CD-ROM authoring environment for students and faculty.
 - Worked on various computer-based presentations and tutorial CD-ROMs.
- **Producer for Audio Production, Evolution Audio, Kansas City, Missouri, USA, 1997 - 2000**
 - Produced commercial audio contents for broadcasting. Composed and performed various commercial jingles on demand.
- **Assistant Recording Engineer, UMKC Recording Studio, USA, September 1996 - August 1998**
 - Recorded professional quality CDs for students, faculty, and guest performers. Performed post-production editing.
- **Graduate Assistant, Ohio University School of Music, USA, September 1994 - August 1996**
 - Taught introductory electronic music courses for undergraduate students. Prepared lecture materials for the professor. Maintained the music laboratory's software/hardware integrity.
- **Technical Translator, Black & Veatch Engineering Corporation, USA, May 1993 - October 1993**
 - Translated technical documents for the company's Marketing Division. Worked closely with the company's Graphic Design Division for Japanese typesettings in Microsoft® Windows environment.

Other Experience

- **HTML / CGI / Applescript programming:**
 - InDesign text linkage/extraction utility, Applescript (2003)
 - QuarkXpress-to-Pagemaker conversion utility, Applescript (2002)
 - GK Associates New Year Greeting CGI and HTML (2002, 2003, 2004)
 - AppleTalk/MIDI switching utility on Applescript (1999)
 - Museo Virtual de la Marimba Mexicana HTML, Fideicomiso para la Cultura Mexico/EEUU (1997)
 - UM Virtual University - MIDI for Musicians (1996-1997)
 - Ohio University School of Music WWW page (1995-1996)
- **Max[®] programming:**
 - MIT CSound front end application "SCODraw" for MacOS (1998)
 - Game station programming/installation "Rhythm Jam Room", for Kansas City Museum (1997)
 - Children's Day interactive show "Magic Square" programming/installation for Nelson-Atkins Museum of Art. Designed its software and 4 velocity sensitive pads (1997)
- **Music production:**
 - Corporate marketing CD-ROM "Daikin[®] VRV" theme music composition (2002)
 - Sammy Kaye's waltz reconstruction project for Ohio University Department of Theater Dance Celebration concert, USA (2000)
 - Theater production "Wizard of Oz" orchestra simulation/arrangement for Ohio Valley Summer Theater, USA (1999)
 - Film "Waiting for the Spring" music scoring and sound design for EyeontheStar Production, USA (1999)
 - TV program "QuizMe![®]" theme composition/arrangement for WOUB, Athens, Ohio, USA (1996)

Education

- **M.M., Music Composition, Summer 1996, Ohio University, Athens Ohio**
- **B.M., Music Composition, Winter 1994, University of Missouri, Kansas City**
- **B.A., Music, Summer 1993, University of Missouri, Kansas City**
- **B.A., International Studies, Spring 1990, Graceland College, Lamoni, Iowa**

Awards, Scholarships

- **Phi Beta Delta International Honor Society, 1997 - present**
- **Pi Kappa Lambda National Music Honor, 1996 - present**
- **Ohio University Graduate Associate Full Scholarship, 1994 - 1996**
- **Golden Key National Honor Society, 1993 - present**
- **University of Missouri Chancellor's Non-resident Scholarship, 1990 - 1994**

Reference

Available upon request.