

# Akari C. Matsumoto

akari.c.matsumoto@gmail.com | 206.239.8961

## EXPERIENCE

### **ADVANTAGE LEGAL GROUP | BORROWER ADVOCATE INTERN**

June 2015 – September 2015 | Bellevue, WA

- . Assisted clients through mortgage mediation and modifications in pursance to avoid foreclosure of their home
- . Represented the borrower in loan modification and communicated with the lender as the authorized third party under the Washington Foreclosure Fairness Act
- . Communicated with the opposing counsels, lenders, and beneficiaries regarding requests for legal action, scheduling, fees, etc. during the loan modification or mediation processes
- . Operated office machines, such as photocopiers and scanners, facsimile machines, voice mail systems, and personal computers
- . Assisted in office maintenance including sorting and filing records of office activities, business transactions

### **AEGIS LIVING | ACTIVITY COORDINATOR/ SERVER**

May 2014 – Aug 2014 | Redmond, WA

- Facilitated patient leisure and group exercise activities on a daily basis
- Coordinated care staff schedule and led staff meetings

### **NORTHWEST AERIALS GYMNASTICS | LIFE GUARD**

Jan 2013 – August 2015 |Kirkland, WA

- Maintained a safe and secure swimming area by enforcing rules, policies, and procedures
- Facilitated group and private swimming lessons for children ages 2 to 7 years old
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### **L.A FITNESS SIGNATURE | FRONT DESK ATTENDANT**

May 2013 – Aug 2013 | Kirkland, WA

- Assisted in the operation of the club, maintenance, and staff
- Handled customer inquires regarding complications of the club, billing questions, and contributed sales when necessary
- Trained newly hired employees

## EDUCATION

### **UNIVERSITY OF REDLANDS | BA IN POLITICAL SCIENCE**

Minor in Public Policy and Chemistry conc. in Public Health | Expected April 2016 | Redlands, CA

Cum. GPA: 3.0 / 4.0 • Major GPA: 3.5 / 4.0

## LANGUAGES

### **PROGRAMMING**

Java

### **COMPUTER**

Microsoft Suite, ARC GIS, STATA

### **SPOKEN & WRITTEN**

Native fluency:

English, Japanese

Reading fluency:

Japanese