

NATSUMI OKUMURA

CONTACT

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EDUCATION

Leuven Catholic University
(Leuven, Belgium)

Language Institute (Dutch A2)

Lyon Catholic University
(Lyon, France)

Study Abroad (Exchange Program)

Sophia University (Tokyo, Japan)

Bachelor of European Studies
(French C1 and German B2)

SKILLS

Hard Skills

- Microsoft Office
- Microsoft Word
- Microsoft Excel
- Microsoft Powerpoint

Soft Skills

- Multilingual Communication
- International Relations
- Public Relations
- Project Management

LANGUAGES

- Japanese (Native)
- German (Basic)
- English (Fluent)
- French (Fluent)
- Dutch (Basic)

HOBBIES

- Singing in multiple languages
- Watching European films
- Exploring local area

SUMMARY

Multilingual professional with experience at the Embassy of Japan in Belgium and a strong specialization in the French language. Experienced in working in both public and private organizations, as well as in international and domestic professional environments. Skilled in German, English, French, and Dutch, with proven cross-cultural negotiation abilities and hands-on experience collaborating with diverse international counterparts. Highly motivated to leverage linguistic expertise and in-depth understanding of both Japanese and Belgian contexts to support cooperation and act as a bridge between Japan and Belgium in dynamic, multicultural settings.



WORK EXPERIENCE

Japan Automobile Manufacturers Association

4/2025 - 11/2025

Coordinator and Researcher

- Coordinated and facilitated meetings with major Japanese automakers and government ministries regarding Japan's environmental policies
- Cooperated with Japanese automakers in the development and application of plans towards carbon neutrality
- Attended international conferences and delegations

Embassy of Japan in Belgium

3/2023-3/2025

Administrative and Consular Assistant

Administrative Section

- Negotiated contracts and coordinated operations with European local partners in English and French
- Coordinated official visits of high-level and Assisted VIP delegations, including logistics, protocol, and on-site support
- Translated and managed invoices and provided accounting support

Consular Section

- Assisted travelers to Japan by providing visa, translation of driver's license, and administrative guidance in multiple languages
- Translated official documents between Japanese, French, and Dutch related to civil status and administrative procedures.
- Handled multilingual inquiries on complex consular and civil matters, ensuring accurate guidance in Japan-Belgium administrative processes

Gentosha Media Consulting

4/2022-12/2022

Sales Assistant and Editor

- Created and sold advertisements, managing sales pipelines and client accounts
- Edited and proofread books to ensure linguistic consistency and publication quality
- Translated Japanese books into French, leading translation projects and meeting strict deadlines