



Anton Sebastian Fik

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Professional Summary

A highly motivated and adaptable professional with a unique Japanese-Danish background, currently pursuing a graduate degree at Hitotsubashi University. Eager to leverage strong organizational, cross-cultural, and linguistic skills to support the Danish Chamber of Commerce in Japan (DCCJ) as a Finance and Event Management Coordinator. Brings proven experience in high-level event coordination (Team Japan), client relations, and data management. Committed to fostering Danish-Japanese business relations and providing reliable administrative support to the Executive Board and members.

Key Skills

- **Languages:** Danish (Native), English (Fluent), Japanese (Fluent)
- **Cross-Cultural Communication:** Proven ability to bridge Scandinavian and Japanese perspectives, liaising effectively between international stakeholders in a professional environment.
- **Event Planning & Logistics:** Experience in orchestrating schedules, managing participant logistics, and on-site coordination for high-profile groups (Team Japan) and international visitors.
- **Administrative & Data Management:** Proficient in MS Office (Excel, Word) and data synthesis. Experienced in maintaining accurate records and handling sensitive information with high attention to detail.

Education

Hitotsubashi University | Tokyo, Japan

Graduate School of Social Sciences | 3/2025 – Present

Relevant Coursework: International Sociology, Qualitative and Quantitative Research Methods, Interview Methodologies.

Rikkyo University | Tokyo, Japan

Department of History (Faculty of Literature) | Graduated: 2/2025

Relevant Coursework: International Relations, Economic History, Data-Driven Research Methods.

Professional Experience

Japanese Olympic Committee (TEAM JAPAN) | Tokyo, Japan

National Training Center Staff | 6/2023 - Present

- Coordinates logistics and operations for specialized training courses, ensuring seamless execution for National Team coaches and international staff.
- Acts as a key communication link between Japanese and international staff and participants, ensuring seamless program delivery and fostering a collaborative environment.
- Manages scheduling, venue allocation, and resource coordination for training events, demonstrating strong organizational skills applicable to event administration.

Freelance Tour Guide | Tokyo, Japan

Cultural Liaison & Guide for Danish Visitors | 2023 - Present

- Designs and leads customized tours for Danish individuals and small groups, managing schedules and logistics and tailoring experiences to specific client interests and needs.
- Serves as a cultural liaison, providing nuanced insights into Japanese culture, etiquette, and history to enhance the visitor experience.
- Handles all client administration, including scheduling and expense management for tour activities, ensuring high client satisfaction.

Freelance Translator & Copywriter

Specializing in Danish-Japanese Markets | 2020 - Present

- Localizes commercial content for company websites and e-commerce platforms, translating and localizing from the western context to the Japanese with careful attention to cultural nuance and brand voice.
- Authors engaging and persuasive marketing copy, including detailed tour descriptions for the Danish travel industry, to effectively attract and inform a Scandinavian clientele.

Navipartner A/S | Copenhagen, Denmark

Technical Consultant | 9/2019 - 2/2022

- Provided technical support for Point-of-Sale (POS) systems, gaining familiarity with transaction processing and financial software interfaces.
- Resolved complex technical issues through systematic problem-solving, effectively minimizing operational disruptions for clients.
- Coordinated shift management duties, demonstrating reliability and the ability to perform in a structured, fast-paced service environment.