**Sample   
Hanako Tokyo**

1-2-3 Otemachi Chiyoda-ku Tokyo 100-0000

Phone:03-1234-5678 / Email:eigodaisuki@suzuki.ne.jp

**Objective**

**To secure the position of Team lead at Yonemoto Corporation.**

**Work Experience**

**Yonemoto Corporation. –** Tokyo, Japan　 *June 2009 – Present*

**Team Lead**

* Managed 10 members particularly in Tokyo office, and Asian countries.
* Negotiate prices and payment terms
* Train and supervise 50 junior staff as the project leader.
* Increased net profit of the division by 300% on year-over-year basis, in 2010.

Break for studying abroad, therefore not in employment　 *July 2008 – May 2009*

**Hanako Suzuki Company –** Tokyo, Japan *April 2005 - June 2008*

**Consultant**

* Performed data entry, set up new customer accounts and handled customer inquiries
* Answered incoming customer calls and assisted with their inquiries
* Performed a variety of administrative duties
* Cross-trained in customer relations, billing and new accounts
* Lead a new project to launch a new clothing line.

**Education**

Bachelor of Arts in Economics, Yonemoto University– Tokyo, Japan*March 2005*

**Skills/Certification**

* PC Skills: Skilled in MS Office applications such as Word・Excel・PowerPoint・Access
* Foreign Languages: English -TOEIC900(September 2016）, Spanish－conversational level

**Interests**

I teach football to a group of 10 – eleven year olds, which develops my communication skills in both explaining instructions to the kids and in giving information to other people.