Hanako Daijob

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(03)XXXX-XXXX

[hanako@daijob.com](mailto:hanako@daijob.com)

Bilingual Secretary / Administrative Assistant

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| Qualifications | 5 years of secretarial experience with international firms.  A. A. in English Literature. STEP Pre-1st Grade; able to interpret and translate.  Thorough knowledge of office operations. Computer: MS Word, Excel, PowerPoint, Outlook. Typing 60 wpm, very accurate.  Strong organizational, interpersonal and coordinating skills. Able to work under pressure; able to meet deadlines. |
| EXPERIENCE  January 2000 to present | Administrative Assistant  ANC INTERNATIONAL, INC., Tokyo   * Reported to President. * Interpret for clients from overseas. * Translate letters and reports from English into Japanese and vice versa. Handle e-mail communications with overseas contacts. * Maintain contract and correspondence records. * Transformed administrative forms into electronic format and reduced paperwork by 40%. * Created a database of overseas clients. |
| May 1997 to  December 1999 | Secretary to Sales Manager  WORLD TRADING CO., LTD., Tokyo   * Translated documents (English-Japanese). * Maintained client and billing records. * Arranged meeting and travel schedules. * Acted as liaison between Sales Manager and salespeople. * Standardized some office procedures and improved efficiency by 30%. * Sales Manager said, "You are the best secretary I've ever had." |
| EDUCATION | ESL Program, 1999  LONDON ENGLISH SCHOOL  A.A. in English Literature, 1997 NIPPO JUNIOR COLLEGE, Chiba |