Hanako Daijob

Shibaura Minato-ku, Tokyo, 108-0023

(03)XXXX-XXXX

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. |
| EXPERIENCEJanuary 2000 to present | Administrative AssistantANC 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.
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| May 1997 toDecember 1999 | Secretary to Sales ManagerWORLD 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."
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| EDUCATION | ESL Program, 1999LONDON ENGLISH SCHOOLA.A. in English Literature, 1997 NIPPO JUNIOR COLLEGE, Chiba |