**Hanako Career**

2-1-1, Otemachi, Chiyoda-ku, Tokyo 100-0004 JAPAN

Tel: (03) 1234-5678

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**Objective**

* Position as Administrative Assistant

**Work Experience**

**Sep. 2002 – present : Tokyo Trading Co., LTD**

Position : Secretary to Sales Manager

* Translate documents from overseas.
* Arrange meetings and coordinated travel plans of managers and foreign visitors.
* Translated corporate publications from Japanese to English and vice versa.
* Interpreted for clients from overseas at meetings.
* Create and maintain a database of overseas clients.

**Oct. 2000 - Aug 2002 : AAA Corporation INC.**

Position : Administrative Assistant

* Provided administrative and clerical support to 10 sales associates.
* Prepared press release and materials for presentations.
* Provided support for conferences.
* Maintained contract and correspondence records.
* Performed data entry, filing and word processing.

**Education**

* ABC University , Japan

B.A. in English Literature

**Skills**

* Computer Skills : Proficient in MS-Word, Excel, and Access
* English Proficiency : TOEIC 850 (September 2002)