

Curriculum Vitae

名前 **Sakura Suzuki**

住所
JAPAN
電話

PERSONAL DETAILS:

Nationality: Japanese **Age:** 25
Gender: Female **Health:** Good health, non-smoker

Interests: Swimming, dancing
Character: Responsible, friendly, hardworking, reliable

QUALIFICATIONS:

TOEIC 750
Microsoft Office Specialist 2003 (Word and Excel)
関連する資格など。

EDUCATION:

December 2006 – Present 英語などの習い事も書いておく
OKC English school
3 months part-time English language studies – Intermediate Level

April 1998 - March 2002
OKC University, Tokyo, Japan
Department of Business Studies
-関連している講義があればここに書く。
-Accounting

WORK HISTORY:

Receptionist - April 2005 to December 2007
Oceania Koryu Centre Ltd.
Duties: 何を担当したか、何ができるのか伝わるように
Greeting guests, making bookings, attending enquiries

Wait Staff - March 2002 to March 2005 (part-time)
Tokyo Cafel
Duties:
Customer service, cashier

関連するアルバイトやアピールになる仕事内容ならそれも書く。

Sakura SUZUKI (サイン)

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