

Name

Current Address:

Permanent Address:

CAREER OBJECTIVE

Desire to work as a facilitator between Japanese and foreign firms with a long-term goal to become a Japanese business assistant.

EDUCATION

SOPHIA UNIVERSITY Tokyo, Japan

Bachelor of Art 10/19XX-Present, expected date graduation, September 31, 19XX, International Business Overall GPA: 3.37, University maintains its most prominent position by having unique characteristics which distinguish it from other universities in Japan. It provides the opportunity to experience international environment with a variety of exchange programs with worldwide known outstanding faculty members which is characterized as a very international student body. The main objective is to create the well trained individual who can respond to the complex international environment in all facets of business.

Grade performance of last four semesters is 3.23, 3.40, 2.98, and 3.74 while working part-time. Grade improvement in the fourth semester reflects the growing interest in my major field of study.

WORK EXPERIENCE

RICHMORE INTERNATIONAL

Translator/Interpreter 8/XX-10/XX, 8/XX-10/XX

Company imports semiconductors from MDC and, 151 which are located in California, USA, and medical equipments from Veriflo Corporation in California USA. Reinvited to work as a translator during the summer of 19XX, by my previous work performance. Translated manual books of the medical equipments for the customer use. Translated the business letters into English, typing them, and faxing them to the customers. Worked as a facilitator at a major trade exhibition shows in Makuhari, Chiba by facilitating communications between export managers and Japanese clients with my translation service.

IKUEI PREPARTORY SCHOOL Tokyo, Japan

Teacher 10/XX-3/XX

Held a part-time job while enrolled full-time in school. Gave materials to each student and responded to questions on English grammar and mathematics asked by the students about the materials. Evaluated and corrected exams of students and gave feedback regarding correct responses.

GLOBAL EXPERIENCE

BBA INTERNATIONAL PROGRAM, HELSINKI SCHOOL OF ECONOMICS AND BUSINESS

ADMINISTRATION Mikkeli, Finland

Exchange Student 09/XX-04/XX

Currently studying as an exchange student. This program has been enabling me to comprehend more about European administration, concepts of group work, and case study methods.

ANNA HIGHSCHOOL Anna, Ohio, USA.

Exchange Student 08/XX-07/XX

Studied abroad as an exchange student through the organization called Youth For Understanding. Stayed with an American family throughout this period and participated in various school activities such as volleyball, school plays, field and track, and home making projects. This opportunity taught me about different cultures values, language skills, and improved my interpersonal skills.

TRAVELLED TO AUSTRALIA AND RUSSIA (Australian Central Territory, Australia) in 03/XX-04/XX, and (Moscow, Russia) in April 19XX where I lived with Russian family.

REFERENCES

KIYOSHI SAKURAI Import Manager, Riebmore International, 5-1 1-8-503 Shiraganedai, Minato-ku Tokyo, Japan 108, (03) 34400027

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