

H ■■■ M ■■■

E-mail: ■■■■■@yahoo.co.jp

Present Address:

■■■■■
Kunitachi-shi, Tokyo 186-00■■■
Telephone: (070) ■■■■■

Permanent Address:

■■■■■
■■■■■, Hyogo 673■■■■■
Telephone: (078) ■■■■■

OBJECTIVE

To obtain a position in the public relations department at ****Company

EDUCATION

- April 200■ - Present **Hitotsubashi University, Tokyo**
- One of the leading Social Science universities in Japan
 - Faculty of Social Science
 - GPA : 3.98/4.00
- April 200■ - March 2■■■ **■■■■■ Municipal ■■■■ High School, ■■■■**
- Enrolled as a Super English Language School by Ministry of Education
 - Major : International Affairs

SCHOLARSHIP

- August 200■ - July 20■■■ **Hitotsubashi Scholarship for studying abroad**
- Studied at McGill University, one of the oldest universities in Canada
 - Faculty of Education
 - Major : Educational Psychology

AWARDS

- 3rd Prize in Hyogo Prefecture High School English Speech Contest February 2005
- 1st Prize in Kobe City High School English Speech Contest November 2005

ACTIVITIES

- Asian Law Students' Association April 2■■■ - Present
 - A member of National Board as Secretary General September 2■■■ - Present
 - Participated in the International Conference Meeting in Prague March 20■■■
- Lions Club Youth Exchange Program August 20■■■
- Homestay program offered by Japan and Australia Association August 20■■■
- Chairperson of Junior High School and High School April 20■■■ - March 200■
- Member of Student Council in Elementary School April 19■■■ - March 200■

WORK EXPERIENCE

- March 20■■■ - Present **Tutor**
- Teaching English, Japanese history to a high school student
 - Teaching Japanese and Arithmetic to 2 elementary school students
- September 20■■■ - Present **Assistant teacher, ■■■■, Tokyo**
- Teaching 15 pre-school children for entrance exams for private schools
- May 2■■■ - March 20■■■ **Shop staff, Tokyu Department Store, Tokyo**
- Responsible for selling Japanese food and perform customer service

LANGUAGE SKILLS

- Japanese – Native Speaker
 - English – Fluent
- | | | |
|-----------|---------------------|------------|
| IELTS | 7.0 | May 2007 |
| TOEFL iBT | 98 | April 2007 |
| TOEIC | 892 | March 2006 |
| STEP TEST | Pre 1 st | June 2005 |

S [REDACTED] F [REDACTED]
[REDACTED]@srv.cc.hit-u.ac.jp

Present Address

[REDACTED]
Kunitachi-shi, Tokyo 186-[REDACTED]
Telephone: [REDACTED]

Permanent Address

[REDACTED]
[REDACTED]-machi, Tokyo 100-[REDACTED]
Telephone: [REDACTED]

OBJECTIVE To obtain an editor position at XXX

EDUCATION

Hitotsubashi University, Tokyo, Japan

- One of the most famous universities in Japan as "Captains of Industry"
- The faculty of [REDACTED]

April 2004-[REDACTED]

[REDACTED] High school, Tokyo, Japan

- Famous for active students' traditions and unique festivals of school

April [REDACTED] 1-March [REDACTED]

WORK EXPERIENCE

Winter job Recruit

- Built a new business plan for the company

December 2006-January 2007

HEAT2006 Link and Motivation

- Consulted professional soccer team by solutions motivating the team

September 2006

Information Staff, Tokyo Racecourse

- Worked as an information staff

October 2007-Present

Waitress, Asian restaurant

- Worked as a floor staff

September 2007-Present

Waitress, Original dishes restaurant and bar

- Worked as a floor staff

April 2006-September 2007

Cooker and Cashier, Delicatessen,

- Worked as a cook and floor staff

April 2004-March 2006

Salesperson, Household stores

- Sold digital cameras and printers

April 2004-December 2005

ACTIVITIES

The executive of [REDACTED]

- Managed the competition covering part of sales and public relations

December 2006-Present

[REDACTED] Club

- Member of Hitotsubashi university rafting team as a sub leader

April 2004-Present

Welcome Freshmen Committee

- Managed education programs for 380 volunteers as a leader

October 2 [REDACTED] October [REDACTED]

COMPUTER SKILLS

- Windows XP, Microsoft 2003 (Word, Excel, Power Point)

LANGUAGE SKILLS

- Japanese - Native speaker
- English - Conversational

M [redacted] T [redacted]

Address: O [redacted] 5-3-4
[redacted] ku, Tokyo 143-
Japan
Telephone: +81-[redacted]
E-mail: [redacted]n@srv.cc.hit-u.ac.jp

OBJECTIVE

To obtain a full-time position in personnel management section of **** company

EDUCATION

April [redacted] - [redacted] Hitotsubashi University, Tokyo
Faculty of law
Major: Law
Courses Taken:
· Labor-related law · Gender and law
· Business letter writing · International organization law

April [redacted] - March [redacted] [redacted] National University, [redacted]
Faculty of Economics
Major: Company-related Law
Courses Taken:
· Company-related law · Constitution
· Civil law · Criminal law
· Law of bankruptcy · Copyright law
· International economical policy · World economical theory

EXPERIENCE

[redacted] - Present [redacted] supplementary private school
Chief Instructor
Teach children aging from ten to nineteen following subjects:
· Japanese reading · Writing essays in Japanese
· Arithmetic · Mathematics
· Japanese history · World history
· Economy and politics · English
Responsibilities:
· Make annual individual curricula for each student
· Conduct institutions for other instructors
· Create materials for each regular institutions for instructors
· Have consultation interviews with other instructors
· Administrate timetables of summer, winter and spring special classes

June [redacted] August [redacted] [redacted] company
Classify conveyed luggage according to addressees

ACTIVITIES

May [redacted] December [redacted] A member of [redacted] club at [redacted] National University
Position: [redacted]
Responsibility: Chief of [redacted]

COMPUTER SKILLS

Proficient in Microsoft Word, Microsoft Excel and Microsoft Access

LANGUAGE SKILLS

Japanese Native speaker
English Business level
TOEIC: 825/990 January 2007

E [REDACTED] **L** [REDACTED]

Email: [REDACTED]@yahoo.com

Current address:

[REDACTED] 2-13-14
[REDACTED] Kokubunji-shi
Tokyo 185- [REDACTED] Japan
Telephone: +81-80-[REDACTED]

Permanent Address:

[REDACTED]
Telephone: ([REDACTED]) [REDACTED] 89

Objective

To obtain a summer internship to develop my carrier in the future

Education

April [REDACTED] - [REDACTED] Hitotsubashi University in Tokyo, Japan
• Bachelor of Arts in Sociology
• Expected graduate: March [REDACTED]

April [REDACTED] - [REDACTED] Tokyo University of Foreign Studies
• Attended an intensive Japanese language course

July 2 [REDACTED] - June [REDACTED] SMU [REDACTED]
• The most distinguished private school in North [REDACTED]

Awards

Monbukagakusho Scholarship for Undergraduate Students in [REDACTED]

Work Experiences

Summer 2007 Customer servant at [REDACTED] Restaurant

May 2006 - Present One-day Teacher at Japanese schools
• Introduced the [REDACTED] culture to the pupils via various activities
• Actively participated in order to promote multicultural relationships

May 2006 - Present [REDACTED] teacher
• Teach [REDACTED] at Berlitz

December 2006 Interpreter at Tokyo Matchmaking Business Meeting, Japan
• Acted as a translator between [REDACTED] and Japanese companies

Summer 2006 Instructor at Nasu English Summer Camp, Japan
• Taught English to the participants
• Taught [REDACTED] dance to the participants

Activities

- Member of the [REDACTED] Student Association in Japan
- Member of the International Society of Hitotsubashi University
- Member of the [REDACTED] Education Fund
- Member of [REDACTED] (an organization offering scholarship to [REDACTED])

Computer Skills

- Operating System: Windows XP Professional Edition
- Basic knowledge on Microsoft Office 2003 (MS Word, MS Excel, MS PowerPoint)

Language Skills

- [REDACTED] - Native
- [REDACTED] - Fluent
- English - Fluent
- Japanese - Fluent

T ■■■■■ N ■■■■■

Email: ■■■■■y@srv.cc.hit-u.ac.jp

Present Address:
■■■■■ Higashi
Kunitachi-shi, Tokyo 18 ■■■■■ Japan
Telephone: +81-80-■■■■■

Permanent Address:
1-8 ■■■■■ Mae
■■■■■ ku, ■■■■■ 25 Japan
Telephone: +81-■■■■■

OBJECTIVE To obtain a planning and marketing consultant position at ■■■■■

EDUCATION

April ■■■■■ ■■■■■

Hitotsubashi University, Tokyo, Japan
• Bachelor of Commerce and Management • Degree Expected March ■■■■■
• Major: Game Theory • Cumulative GPA: 3.02/4.00
• Minor: Popular Culture

Related Course Work
• Decision Making Models • Corporate Management Analysis
• Business Strategy • Industry and Labor Analysis
• Innovation Management • Academic and Professional Presentation
• Career Design • Public Speaking

February ■■■■■ June ■■■■■

University of Tasmania, Hobart, Australia
• Joined in Study Abroad Program
Related Course Work
• Foundations of Entrepreneurship • Marketing Communications
• Entrepreneurship and Innovation • Marketing Management

WORK EXPERIENCE

July 2 ■■■■■ November 2 ■■■■■

English Guide & Interpreter at Nippon Express
• Organized Tokyo one day trip
• Assisted Three Day March Festival held at Higashi Matsuyama-shi, Saitama

October 2 ■■■■■ February 2 ■■■■■

Tutor for undergraduate students from overseas at Hitotsubashi University
• Tutoring Decision Making Models

AWARDS

September 2 ■■■■■

■■■■■ prospective employee training competition 1st prize
• Designed Web pages of ■■■■■ for ■■■■■
• Served as a leader and made great presentation slides

October ■■■■■ February 2 ■■■■■

■■■■■ Business Planning Competition 1st prize
• Created a new type of ■■■■■
• Served as a leader and took charge of the presentation

August 2 ■■■■■

■■■■■ Business Contest 2nd prize
• 30 teams were formed from Japan, Korea and China
• Selected for 30 Japanese representatives

ACTIVITIES

Member of ■■■■■
• ■■■■■ the school for cultivating new leaders who will renovate Japan.
• Served as a project leader of "Improve English education in Japan"

COMPUTER SKILLS

• Macintosh "Tiger" 10.4, iWork '08, iLife '06, Mac Office 2004

LANGUAGE SKILLS

• Japanese - Native Speaker
• English - Fluent
TOEIC 970 November 2007
National License of English Guide Business February 2006
STEP TEST 1st Grade December 2005
TOEFL CBT 257 April 2005

D [redacted] **M** [redacted]

Email: [redacted]@srv.cc.hit-u.ac.jp

Current Address:
[redacted] 1-29-1
[redacted] Tokyo 1 [redacted]
Japan
Telephone: +81 (0) [redacted]

Permanent Address:
[redacted]
[redacted] District, [redacted]
[redacted]
Telephone: + [redacted]

OBJECTIVE

To obtain an internship in Capital Markets Department at [redacted]

EDUCATION

Hitotsubashi University, Tokyo, Japan <ul style="list-style-type: none">• B.A. in Faculty of Commerce and Management• Expected Graduation Date: April 2010• Cumulative GPA: 3.66/4.0	April 2 [redacted] – [redacted]
Osaka University of Foreign Studies, Osaka, Japan <ul style="list-style-type: none">• Center for Japanese Language and Culture• One-year Intensive Japanese Course	April 2 [redacted] – March [redacted]
National University of [redacted] <ul style="list-style-type: none">• School of Information and Technology	September [redacted] – March [redacted]

SCHOLARSHIP

Japanese Government Scholarship <ul style="list-style-type: none">• Full undergraduate scholarship by Ministry of Education, Culture, Science and Technology	April 2 [redacted] – [redacted]
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ACTIVITIES

Volunteer cross-cultural teacher <ul style="list-style-type: none">• Introduce about [redacted] the students of Japanese elementary schools	August [redacted] – Present
Contributor to Wikipedia online encyclopedia <ul style="list-style-type: none">• Adding new articles to [redacted] language content of Wikipedia	October [redacted] – Present
Member of [redacted] Students Association in Japan	April 2 [redacted] – Present

WORK EXPERIENCE

Hall Staff, Palcall Resort, Gunma <ul style="list-style-type: none">• Responsible for order taking and costumer service	February [redacted] – March 2 [redacted]
Private teacher of [redacted] language <ul style="list-style-type: none">• Teaching [redacted] language to Japanese family	September [redacted] – Present

COMPUTER SKILLS

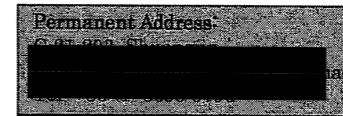
<ul style="list-style-type: none">• MS Office, including Word, Excel, PowerPoint• Knowledge of Photoshop, Macromedia Flash• Java, C languages, JavaScript, Algorithm	Advanced Intermediate Basic
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LANGUAGE SKILLS

- | | |
|----------------------|---------------------|
| • [redacted]: Native | • Russian: Advanced |
| • Japanese: Fluent | • French: Basic |
| • English: Fluent | • Turkish: Basic |

X [REDACTED]

E-mail: [REDACTED]@srv.cc.hit-u.ac.jp



OBJECTIVE

To obtain an internship at [REDACTED] in the Investment Bank Department

EDUCATION

April [REDACTED]-Present Hitotsubashi University

Bachelor of Commerce

Cumulative GPA: 3.70/4.00

Expected Graduation: March [REDACTED]

Courses taken:

- Firm and Market
 - Financial Strategy
 - Corporate Finance
 - Firm and Market in EU
 - Corporate Economics
 - Financial Frontier
 - Marketing Communication
 - Personnel Management
 - E-Commerce Management
 - Financial Management
 - Business Strategy
 - EU Economy and Reform
 - Contemporary Economy 2G
 - Modern Theory of the Firm
 - International Accounting
 - Cost Accounting
 - Capital Markets and Security Business
-

WORK EXPERIENCE

August [REDACTED]-Present

Volunteer Worker

Non-Profit Organization of Asia Dental Medicine Communication

- Working as volunteer doing translation works

August [REDACTED]-September [REDACTED]

Analyst

[REDACTED] Securities Co., Ltd

- Responsible for information collecting and analyzing in the
- China Investment Banking Department

February [REDACTED]-March [REDACTED]

Analyst

[REDACTED] Capital Corporation Limited

- Responsible for information collecting and analyzing in the
- Investment Banking Department

October [REDACTED]-October [REDACTED]

Electronic Sales [REDACTED]

[REDACTED] Electronic Shop

- Responsible for helping customers find what they need
- Responsible for doing translation for foreign customers

September [REDACTED]-February

Home Teacher

- Responsible for teaching English
 - Responsible for teaching Chinese
-

HONORS

April [REDACTED]-Present

JASSO's Honors Scholar

April [REDACTED]-March [REDACTED]

Jyosuiikai's Honors Scholar

April [REDACTED]-March [REDACTED]

JASSO's Honors Scholar

June [REDACTED]

3rd Prize in China Mathematics Olympics

COMPUTER SKILLS

Microsoft Office XP 2007 Vista, Word, Excel, Power Point

LANGUAGES

Chinese: Native Speaker

English: Fluent

Japanese: Fluent

M [REDACTED] H [REDACTED]

[REDACTED]@srv.cc.hit-u.ac.jp

Current Address: [REDACTED] 46, Kunitachi-shi, Tokyo 1 [REDACTED] 5 Japan
Telephone: 81-90-[REDACTED]

OBJECTIVE

To obtain a deeper knowledge to make successful career in today's globalized world at **** University.

EDUCATION

Hitotsubashi University, Tokyo, Japan April [REDACTED] – Present

Bachelor of Law, ranked the best university. Expected graduation: March 2010

Related Courses

- Theories in International Relationship
- Basic International Law I
- International Society I
- Theory of Global Network
- Roman Law
- History of Modern Western Law
- Introduction to The History of American Society
- History of International Relationship in Eastern Asia
- American Diplomatic History

Summer Program at University of Pennsylvania, Pennsylvania, U.S.A. June [REDACTED] – August 2004

Took a course in Social Science, "Immigrants to America"

[REDACTED] High School, [REDACTED] U.S.A. January [REDACTED] – May [REDACTED]

Graduated with Advanced Diplomacy

[REDACTED] Middle School, [REDACTED] Japan March [REDACTED] – December [REDACTED]

School where only students with foreign nationality or those who have lived abroad can attend

[REDACTED] Primary School, Staffordshire, U.K. January [REDACTED] – February [REDACTED]

First Japanese ever enrolled

ACTIVITIES

[REDACTED] Project August [REDACTED] – Present

- Founding member of the nation wide, student run organization for anyone who has lived overseas

[REDACTED] April 2 [REDACTED] – [REDACTED]

- Responsible for organizing exhibitions in Hitotsubashi University's Photography club

KODAIRA-Festival Planning Committee April [REDACTED] – September 2 [REDACTED]

- Organization that produces Hitotsubashi University festival which over 10,000 people attend
- Chief of the decoration section, managed 30 freshmen and 2 sophomores

Art Honor Society September 2 [REDACTED] – May [REDACTED]

- Secretary of Art Honor Society at Huntsville High School
-

VOLUNTEER WORKS

Huntsville Japanese Supplementary School April [REDACTED] – April 2 [REDACTED]

- Volunteer fifth grade math teacher at Japanese Supplementary School at Huntsville, AL, U.S.A.

Key Club September 2 [REDACTED] – May [REDACTED]

- Volunteered in several community events as the member of a nation wide volunteering organization
-

WORK EXPERIENCE

Waitress at a Japanese Restaurant September 2 [REDACTED] – March [REDACTED]

- Responsible for all tables
 - Translated Japanese menu into English and used English when serving English-speaking customers
-

COMPUTER SKILLS

Proficient with Microsoft Windows 98, Me, XP, Word, Excel, Adobe Photoshop 7.0, Illustrator 10

LANGUAGE SKILLS

Japanese: Native Speaker

English: Fluent

- TOEFL(CBT) 270/300 May 2005
- Grade 1 Eiken certificate June 2005

J T

Permanent Address

E-mail: [redacted]@srv.cc.hit-u.jp
Telephone: +81-[redacted]
Cellphone: +81-[redacted]

[redacted]g, Apt 802
[redacted]
Japan

OBJECTIVE

To obtain a position as a legal affairs trainee in the administrative department.

EDUCATION

April [redacted] Present

Hitotubashi University, Tokyo, Japan

- Bachelor of Law
- Major: Japanese and European Union Competition laws
- Cumulative G.P.A. : 3.2 / 4.0

Related Course Work:

- Civil Contract law
- Corporate law
- Anti-Monopoly law
- Intellectual property rights
- International law
- Civil Procedure law
- Commercial law
- International transaction law

Advanced Courses:

- Business Letter Writing
- Academic and Professional Presentation
- Introductory Business Administration
- International Politics and Economics
- Modern Chinese law

April [redacted] March [redacted]

[redacted] High School, Chiba, Japan

- Three years in the school swimming team
- Studied as an exchange student in [redacted]

WORK EXPERIENCE

February [redacted] Present

Teacher, [redacted] Saitama

- Teaching English and Mathematics to high school students
- Teaching students for university entrance examinations

March [redacted] Present

Private Tutor

- Teaching English and Mathematics to a high school student
- Preparing the student for the high school entrance examination

April [redacted] January [redacted]

Cashier, [redacted] Saitama

- Checked money in cash register against balance sheet
- Filled order forms to purchase products.

ACTIVITIES

April [redacted] Present

Member of [redacted] at Hitotubashi University

- In charge of fund raising, obtaining financial support from alumni
- Responsible for operating a Yakitori shop for the university festival
- Organized [redacted] tournaments in Osaka

February [redacted] Present

Member of Law Research Club at Hitotubashi University

- Made a presentation concerning the legitimacy of anesthesia

October [redacted] - Present

Member of Nyoidan, a Japanese Zen group at Hitotubashi University

- In charge of conducting recruitment

COMPUTER SKILLS

Expertise in Windows XP, Microsoft 2003 (Word, Excel, PowerPoint)

LANGUAGE SKILLS

Japanese: Native speaker

English: Fluent

- August 2006 TOEIC score 820/990
- March 2004 MEXT Approved STEP Test 1st Class

I [REDACTED] C [REDACTED]

E-mail: [REDACTED]@[REDACTED].com
Telephone: 080-[REDACTED]

Current Address:

[REDACTED]
[REDACTED]
Kunitachi-shi, Tokyo [REDACTED]

OBJECTIVE To obtain a position as part-time teacher using my skills

EDUCATION

April [REDACTED] - Present	Hitotsubashi University, Tokyo, Japan <ul style="list-style-type: none">Renowned as the best business college in JapanCurrently majoring in International Relations Related Course Work: <ul style="list-style-type: none">International RelationsGlobal NetworkInternational LawIntroduction Study to American PoliticsInternational PoliticsLaw and the SocietyWestern Medieval Law History
April [REDACTED] - March [REDACTED]	Tokyo University of Foreign Studies, Tokyo, Japan Attained intensive Japanese language course
March [REDACTED] - December [REDACTED]	Royal University of Bhutan, Sherubtse College, Bhutan One year completion in Bachelor of Commerce at the most prestigious university of Bhutan Related Course Work: <ul style="list-style-type: none">Business LawBusiness Organization and ManagementPolitics, Ethics and Social Responsibility of BusinessIntroduction to Computer and Information SystemsMicro Economics Theory and Application - 1Business CommunicationBusiness Statistics
March [REDACTED] - December [REDACTED]	[REDACTED] High School [REDACTED] <ul style="list-style-type: none">Graduated in Business /Commerce with distinction resultsThe best high school in the capital linked with the [REDACTED] Board of Examinations, [REDACTED]

WORK EXPERIENCE

October [REDACTED] - Present	Private Teacher, Kunitachi, Tokyo, Japan <ul style="list-style-type: none">Teaching Six Japanese children of ages 6 - 10 every Monday
May [REDACTED] - Present	Agent, [REDACTED] Tours and Travels, [REDACTED] <ul style="list-style-type: none">Prepare itinerary for Japanese guests traveling to [REDACTED]
December [REDACTED] - March [REDACTED]	Financial Manager, Cee Dee Construction, [REDACTED] <ul style="list-style-type: none">Helped manager in bookkeeping and answering business calls
December [REDACTED] - March [REDACTED]	Sales person, E-world Internet Café, [REDACTED] <ul style="list-style-type: none">Performed general electronic sales and handled cash

HONORS

December [REDACTED]	Certificate of Chairman Honors in Business; score:87/100
December [REDACTED]	Certificate of Institute Honors in Commerce and Mathematics; score:82/100

SCHOLARSHIP

April [REDACTED] - Present	Japanese Government Scholarship Monbukagakusho
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COMPUTER SKILLS

	Proficient with Microsoft Word, Excel, PowerPoint and DoS <ul style="list-style-type: none">Certificate in Basic Computer Operation, Visual Institute of Technology
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LANGUAGE SKILLS

	[REDACTED] English, Japanese [REDACTED], [REDACTED] - Fluent [REDACTED] Conversational French - Beginner
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M [Redacted]

Permanent Address [Redacted]
Tokyo 1 [Redacted]
Telephone 080 [Redacted]
E-mail [Redacted]@gmail.com

OBJECTIVE

To obtain a position as an Overseas Marketing Program trainee

EDUCATION

- Hitotubashi University** April [Redacted] - Present
Tokyo, Japan
Bachelor of Social Science
 - Expected Graduation date: March [Redacted]
 - Major: Organizational Behavior
 - GPA: 3.6/ 4.0
 - Varsity Rowing Team
- Penticton Secondary School** September [Redacted] - June [Redacted]
[Redacted]
 - Senior Honor Roll Award
 - Top Honor Student Scholarships
 - GPA: 3.8/ 4.0
- Gakushuin Girls' Junior High / High School** April 1997 - August 2001
[Redacted] (Japanese Royal School)
 - Junior High School Student President

EXPERIENCE

- Business Article Translator** November 2006 - Present
Cross-Bee, Tokyo, Japan
 - Translation of articles from English to Japanese on online journal "Sports Business Online"
- Interpreter/ Salesperson** October 2007 - Present
Canadian Embassy, Tokyo, Japan
 - Interpret for various educational fairs
 - Perform sales of study abroad programs to agents and individuals
- Student Brand Manager** August 2007 - Present
Red Bull Japan, Tokyo, Japan
 - Given the budget to organize/ operate promotional events
- Sports Agent Assistant** November 2006 - January 2007
Cross-Bee, Tokyo
 - Contact related agents and teams overseas and translate contract agreements
 - Management of official Websites for professional/ top amateur athletes
 - Scan of the letters, e-mails, gifts from fans to the clients
- Interpreter** February 2005
Special Olympics Nagano 2005 Team Canada Family Support Program
 - Translation, interpretation, schedule management for the Olympics athletes' families

COMPUTER SKILLS

Windows 98/ ME/ 2000/ XP: Word, Excel, Power Point, Internet Explorer, Outlook

LANGUAGE SKILLS

- Japanese Native speaker
- English Fluent TOEIC 975 November 2006
- Spanish Conversational

[REDACTED]

Email: [REDACTED]@cc.hit-u.ac.jp

Present Address

[REDACTED]
[REDACTED]
[REDACTED]

Permanent Address

[REDACTED] District
[REDACTED] nd
Tel [REDACTED]

Objectives:

To obtain an internship at the United Nations Head Quarter, New York in Fall Session

Education:

Hitotsubashi University

April [REDACTED] - Present

Bachelor of Law: Major in International Relations, in one of the best universities in Japan.

Expected to Graduate in March 2009. GPA 3.6/4.0

Related Courses

- Introduction to International Relations (Theory)
- Introduction to International Relations (History)
- Political & Diplomatic History of U.S.A.
- Modern International Society and Politics
- History of European International Relations
- General Course on International Law I
- History of Japanese Foreign Relations
- International Politics
- Global Network
- International System
- Introduction to EU
- The EU economy and its reform
- Anglo American Private Law
- Law of European Union

Tokyo Gakkugei University High School

April [REDACTED] - March [REDACTED]

One of the most well known high schools in Japan

Graduated with GPA 4.3/5.0

Scholarship:

Scholarship from the Ministry of Foreign Affairs, Thailand

September 2 [REDACTED] - Present

To study in Japan from High school to Master Degrees and be provided a position as a diplomat after graduate

Work Experience:

Association for International and Visual Education, Tokyo, Japan

November 2 [REDACTED] - Present

- Teaching English at an Elementary School

Tutoring for Non-Formal Education Commission

October [REDACTED] - Present

- A project of Thai Royal Embassy, Tokyo to provide education and certificate for Thai workers in Japan

[REDACTED] Japanese Interpreter

October [REDACTED] - Present

- Work as interpreter and staff for events of Royal [REDACTED] Embassy, Tokyo, Japan
- Take care of important [REDACTED] visitors from bureaucracy, business and educational institutes
- Work as interpreter for [REDACTED] Board of Investment in business exhibitions held in Tokyo

Internship at the [REDACTED] i Embassy, Tokyo, Japan

April [REDACTED]

[REDACTED] e Advance co., Ltd., Tokyo, Japan

April [REDACTED] - August [REDACTED]

- Worked as Auction Advertising Staff

Computer Skills:

Proficient with Word, Excel, PWP, e-mail and web marketing. Familiar with both Microsoft and Mac environments.

Language Skills:

[REDACTED] Native language

English Advanced in reading, writing and speaking

Japanese Fluent (Certificated Japanese Proficiency Test Level 1 Scored 392/400 in 2004)

[REDACTED] h [REDACTED]

[REDACTED]@yahoo.co.jp

Present Address

[REDACTED]
Tokyo [REDACTED] Japan
Telephone: (81) [REDACTED] 2

Permanent Address

[REDACTED]
[REDACTED]
Telephone: (855) [REDACTED]

OBJECTIVE: To obtain a permanent position in Asset Management Department

EDUCATION

April [REDACTED] - Present **Hitotsubashi University** - Faculty of Commerce and Management
▪ Bachelor of Business Administration, majoring in International Finance
▪ Accumulated GPA: 3.02/4 ▪ Expected graduation date: March [REDACTED]

April [REDACTED] - March [REDACTED] **Tokyo University of Foreign Studies** - Japanese Language Center
▪ Attended a one-year intensive Japanese language courses
▪ Graduated with distinctions.

October [REDACTED] - February 2 [REDACTED] [REDACTED] Faculty of foreign languages, [REDACTED]
▪ Bachelor of Art in English

October [REDACTED] - February 2 [REDACTED] [REDACTED] **titute of Technology** - Faculty of Computer Science, [REDACTED]
Penh, Cambodia (AUF-An agency of Francophone Universities)
▪ Bachelor of Engineering

WORK EXPERIENCE

May 2 [REDACTED] - Present **Waseda Hoshien Language Center**
▪ Teaching Khmer to Japanese and foreigners part-time

December 2 [REDACTED] - Present **Japanese-Khmer freelance translator**
▪ Translating Japanese - Khmer - English

April [REDACTED] - September [REDACTED] **McDonalds Kunitachi**
▪ Working as a general staff

September 2 [REDACTED] - October [REDACTED] **Fat Cat Liquor, Dallas Fort Worth, TX U.S.A.**
▪ Responsible for cashier, stocking and shipments

ACTIVITIES

January 2 [REDACTED] - Present Auditor and accountant in the Cambodian Student Association in Japan

April [REDACTED] - Present Participated in the joined three business schools seminar, joined five universities inter seminar and Hitotsubashi-Chiangmai university seminar

September 2 [REDACTED] FORTIS Investment Corporation: Internship in Fund Management Sector

AWARDS

April [REDACTED] - March [REDACTED] MEXT Scholarship Recipient to study in Japan as an undergraduate student

April [REDACTED] - February [REDACTED] Full scholarship sponsored by the Cambodian Institute of Technology

March [REDACTED] Mathematical Genius Provincial Runner Up

COMPUTER SKILLS

▪ **Windows XP:** Advanced ▪ **Microsoft Office 2003:** Advanced
▪ **Algorithm, Delphi, Pascal:** Advanced ▪ **Java:** Basic
▪ **Web Design:** Basic ▪ **C language:** Basic

LANGUAGE SKILLS

▪ [REDACTED] Native speaker
▪ **English:** Fluent
▪ **Japanese:** Fluent
▪ **French:** Conversational - Delf test A3
▪ **Chinese:** Beginner

M T

Email: [redacted]@srv.cc.hit-u.ac.jp

Present Address:

3- [redacted]
Kunitachi-shi, Tokyo 18 [redacted]
Telephone: 080 [redacted]

Permanent Address:

[redacted]ka
Asa [redacted] 25
Telephone: 045 [redacted]

Objective

To obtain a position at XXX in the international division

Education

April 2 [redacted] Present Hitotsubashi University, Tokyo, Japan
• Bachelor of Management in Commerce
• Major: Management Strategy and Management Organization

Related Course Work:

- Interactive Marketing
- Micro Finance
- Macro Finance
- Accounting
- Information Literacy
- E-Commerce
- Human Resource Management
- Developing Economy in China
- Financial Statement Analysis

August 2 [redacted] July [redacted] Nankai University [redacted]
• Studied as a government-financed foreign student
• Joined the Advanced class of Chinese and Chinese culture

Work Experience

July [redacted] - October 20 [redacted] Waitress and Server [redacted]
• Held responsibility for the cash desk and customer service
• Selected and provided coffee beans with personalized style advice
• Teamwork, communications, and dependability were necessary attributes needed

April 2 [redacted] March [redacted] Tutor
• Taught over ten students for high school entrance examination
• Helped three absentee students to pass high school examination
• All three students were accepted

Honors

April 2 [redacted] - Present • Scholarship from the Tokio Marine Kakumi Memorial Foundation
August 2 [redacted] July [redacted] • Scholarship from the Chinese Government
March [redacted] • Selected as the top performer of high scholastic standing

Activities

April [redacted] - Present English Discussion Society
• Serve as Vice President
• Hosted contests discussing social problems

August 2 [redacted] KING Bussiness Contest
• Accepted to participate in Japans biggest students business contest
• Formulated strategy for the fast-food industry

Skills

Computer Windows 98/ ME/ 2000 XP: Word, Excel, Power Point, Internet Explorer, E-mail
Language Japanese: Native Speaker
English: Fluent TOEIC 965, STEP TEST Pre 1
Chinese: Fluent HSK Grade 9, C-TEST Grade B

K I M

Current Address: [redacted] ku [redacted] .il.com

Contact Number: [redacted]

Experience

April [redacted] - March [redacted] [redacted] Pty. Ltd. Tokyo, Japan

Corporate Sales / Brokerage / Asset Management Consulting

- As the sole non-Japanese in the company all communication and documentation is in Japanese
- Selling, purchasing and brokering investment properties, vacant land and buildings
- Advising individual and corporate bodies on property investments and maximizing property value
- Escorting senior-level management to Australia for investment property inspection and recruitment
- Developing sales strategies for investment properties and the purchase of potential development land
- Organising marketing of properties in all forms of media, open room and telephone marketing
- Presenting innovative approaches for customer base expansion to senior management
- Translation of CEO English presentations and company English materials

October 2 [redacted] - March [redacted] [redacted] University [redacted] [redacted]

Tour Guide / English Teacher for Japanese Exchange Study Programs

- Simultaneous and consecutive translating and interpreting between Japanese and English
- Organised and managed groups of 12 to 160 students based on tight-schedule
- Facilitated communication and assisted in resolution of homestay family issues

May 2 [redacted] - March 2 [redacted] [redacted] [redacted]

Food and Beverage Attendant / Recruitment and Training

- Managed and performed opening preparation and closing duties
- Recruited and trained new staff in all duties including register, food and beverage preparation
- As the only native speaker of English encouraged staff to use English with confidence

May 2 [redacted] - October [redacted] [redacted] Company Tokyo, Japan

Proofreader / Translator (Japanese to English, English to Japanese)

- As project manager recruited and coordinated new employees to develop business expansion
- Proofread news article translations and economic white paper for a major Japanese electronic firm
- Translated newspaper articles, web sites, company documents

March [redacted] - February [redacted] [redacted] Tokyo, Japan

Freelance English Teacher / English Conversation Teacher

- Facilitated, supported and directed non-native speakers' English ability
- Co-ordinated weekly lessons for various students with an array of abilities and expectations
- Encouraged enthusiasm not only for English, but also for learning and cultural understanding

June 2 [redacted] - July [redacted] [redacted] Bar and Restaurant [redacted]

Food and Beverage Attendant

- Voted as the Most Valued Member of the Month
- Organised, prepared and conducted functions (business functions, product promotions, wedding parties)
- Familiarized with electronic transaction process and balance keeping

Education

February [redacted] - November [redacted] [redacted] University of [redacted] [redacted]

- Bachelor of Business Management **International Business Double Major** (GPA 6.2/7)
- Bachelor of Arts **Japanese Double Major** (GPA 6.3/7)
- Awarded Dean's Commendation for High Achievement [redacted] Semester 1; [redacted] Semester 2
- Invited to join [redacted] Society (top 15% of Bachelor of Business Management graduate)

February [redacted] - February [redacted] [redacted] Hitotsubashi University Tokyo, Japan

- Undergraduate Commerce Faculty Social Psychology Seminar 3rd Year Class
- Japan Student Services Organisation Short-term Student Exchange Promotion Program Scholarship [redacted]
- University [redacted] University Mobility in Asia and the Pacific [redacted]

November [redacted] - December [redacted] [redacted] University Tokyo, Japan

- Short-term language exchange program: Advanced class

Computer Skills: Proficiency in all Microsoft Application Software (Excel, Office, Word, Powerpoint)

Language Skills: English: [redacted] Qualifications)

Japanese: Fluent (Japanese Language Proficiency Test Level 2 Passed (312/400))

Chinese: [redacted] Chinese Mandarin Intensive Course Level One with Merit)

Y [redacted] [redacted] [redacted]

Present Address:
Hitotsubashi University

[redacted] 004

Telephone: 0 [redacted] Mobile: 0 [redacted] E-mail: [redacted]@gmail.com Personal page: [redacted]

Objective:

To obtain a internship position in the Investment Banking Department [redacted] hley

Education:

- April 2007 – [redacted] Hitotsubashi University, Tokyo, Japan
• Research Student in Graduate School of Commerce and Management
- October 2003 – [redacted] New [redacted] University, [redacted]
• Master Program in Financial Management (ABD)
• Master Thesis Title: Value Creation through Financial Restructuring
- October 1 [redacted] – July [redacted] [redacted] "ius" University, Ve [redacted]
• MA: Applied Linguistics, Russian and Japanese Language
• Specialization – Business Administration
- February [redacted] – May [redacted] Tver State University, Russian Federation
• Exchange Course of Russian Language and Literature
• Exchange Course of Business Communications
- September 19 [redacted] July [redacted] Prof. Asen Zlatarov Language High School, [redacted], [redacted]
• Russian and English Language
- September 19 [redacted] June [redacted] Karl Marx Junior School, Rostov-on-Don, USSR
- September 19 [redacted] July [redacted] Prof. A. [redacted] Language High School, [redacted]
• Russian Language

Experience:

- June [redacted] 2006 – [redacted] 2007 **Business and Financial Analyst**
AKPB SMGroup I [redacted] aria
• Consulted clients on different types of financing, including EU Funds
• Participated in arranging financing for infrastructure project
• Provided turnaround consultations to client companies
- March [redacted] 2005 – [redacted] 2006 **Financial Manager**
Erato 2002 Ltd. / Malevos Ltd. / Edrasis [redacted] aria
• Took over operations of Metko Ltd. in May 2005
• In charge of pay-roll accounting and implementation of new pay-roll software
• Appointed to control activities of Malevos Ltd. and Edrasis Ltd.
- September [redacted] 2004 – [redacted] 2005 **Financial Manager**
Metko Ltd. / Erato 2002 [redacted] aria
(Subsidiaries of Hatzioannou Holdings Pls., Athens, Greece)
• Overall control over activities of Financial Department of both companies
• Provided financial reports to head company in English
• Tax and social securities office reporting
• Managed work with firms' banks
• Facilitated work with customs
• Cash flow planning, control and analysis
• Budgeted and controlled capital investments expenses
• Assisting and consulting Manager of Companies on financial, tax and legal issues

[redacted] [redacted]

Experience (Continued):

- December 2003 – August 2004 **Financial Analyst**
Bulgarian Credit Rating Agency A [redacted]
• Internship
• Financial analysis of companies of clients' interest
• Bankruptcy analysis and credit rating assessment
• Researched data on Canning, Pharmaceutical and Soft Drinks Industries
• Participated in writing of in-house reports on same industries
• Participated in meetings with clients and partners
- January 2003 – October 2003 **Supplies Manager**
Bul-Bel Ltd., [redacted]
• Checked and processed inventory data of new goods
• Prepared sales and inventory reports for management
• Corresponding with foreign partners in English
- January 2001 – January 2003 **Studio Director**
Videosat Cable TV, [redacted]
• Directed broadcasting of live programs and recorded TV programs
• Overhauled proper work of satellite receiving devices
- June 2001 – December 2001 **Military Service**
• Two months training camp
• Administrative assistant to Headquarters Chief of 21st Moto rifle Regiment
- January 1999 – January 2001 **Freelance Translator**
Auto-Point Publishing House, [redacted]
• Translated specialized automotive literature

Scholarship:

- 2007 – Present **Japanese Government (MEXT) Scholarship**
• Recommended by Japanese Embassy in [redacted]

Computer Skills:

- OS: Windows 95/98/XP/Vista, Linux, Macintosh OS 10.4
• Applications: Microsoft Office, Open Office, Internet Applications

Interests and Activities:

- May 2005 – December 2005 • Member of Aikido Club Oshinkan [redacted]
September 1991 – June 1995 • Member of Aikido Club Kaloyan, [redacted]

Language Skills:

- [redacted] Native
• [redacted] Native Fluency
• English – Fluent
• Japanese – Intermediate