

YOSHIHIRO TAKENAKA
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Present Address

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(052)123-4567

Permanent Address

4-5-4 Shibaura
Minato-ku, Tokyo 108-0023
(03)1234-5678

OBJECTIVE An entry-level position in international business

STRENGTHS Good command of English (speak, read and write); STEP 2nd Grade.
Traveled alone to 10 countries in Europe, communicating in English.
Computer skills: Windows, Word and Excel.
Able to handle a great variety of tasks and responsibilities
simultaneously and efficiently; fast learner.
Able to follow detailed instructions.
Work well with little or no supervision.

EDUCATION KOKUSAI UNIVERSITY, Tokyo
**Bachelor of Arts in International Business Expected in 2003 (Grade
Average: A)**

Related course work:

- International Marketing - Accounting
- International Economics- Business Management
- International Finance - Computer Information Systems

ACTIVITIES Contributing Editor for Campus Newspaper
English Conversation Club

EMPLOYMENT Helped fund tuition and living costs by working as follows:
Customer Service Representative, ABC Video, Tokyo 2001-2002
Provided customer service to 100 customers a day.
Handled and resolved complaints.
Dealt effectively with demanding customers.
Waiter, Okada Restaurant, Tokyo Summer 2000
Remembered repeat customers' names and preferences and

provided personalized service.

Dealt with difficult customers and resolved complaints.