

氏名  
電話番号 メールアドレス  
住所

### ADMINISTRATION OFFICER

Energetic, self-driven, supportive and a quick learner with over 10 years of comprehensive experience in the administrative and marketing field ~ Highly efficient working in a fast-paced environment requiring attention to detail and meeting tight deadlines ~ **Key strengths include:**

- Office Administration
- Budgeting
- Calling Clients
- Business Presentation
- Receptionist
- Inventory
- Analyzing Data
- Social Media Marketing
- Client Relations
- Making Appointments
- Organizing meetings
- Greeting Visitors
- Travel Arrangements
- Business Investment
- Reporting
- Public Relations
- Business Correspondence
- Multi-Tasking
- Scheduling
- Customer Service
- Promotion

Languages: Japanese (native), English (Fluent, written and verbal)  
Technically Savvy: Proficient with MS Office: Word, Excel, PowerPoint, Outlook,  
Intermediate with Adobe: Photoshop, Illustrator

### PROFESSIONAL EXPERIENCE

ADMINISTRATOR, SECRETARY OF EXECUTIVE MANAGER,  
INVESTMENT ASSISTANT, FINANCIAL CLERK 2017- 2018  
Japan

- Supported business investments for [redacted]
- Helped the executive manager to organize schedules, client dinners or events, and prepare documents for monthly reports with analyzing data.
- Welcomed executive customers from foreign countries and organized their business trip to Japan
- Performed administrative functions, including scheduling, making travel arrangements in English, tracking invoices and payments, and organizing meetings in English

SOCIAL MEDIA MARKETER, PUBLIC RELATIONS SPECIALIST, PROJECT MANAGER 2015 - 2017  
Japan

- Created over 2,000 contents for clients' social media accounts by analyzing trends, insight and influence
- Organized promotion content including visual direction for customer's social media and owned media ([redacted])
- Strengthened internal and external public relations for the company hiring process

SALES REPRESENTATIVE, CONTENTS PLANNER, CUSTOMER MARKETER 2013 - 2014  
apan

- Sold over [redacted] to [redacted] and customers
- Wrote and edited web magazine and social media contents daily
- Extended sales [redacted] by organizing promotion events at [redacted]

MERCHANDISER, PROJECT MANAGER, CUSTOMER AND PRODUCT MARKETER 2009 - 2013  
pan

- Merchandised comprehensive [redacted] products
- Presented new products, new procedures, and business strategies
- Analyzed and investigated market, products, and social media to make attractive contents for customers
- Supervised, coached and operated 20 subordinates as a team leader
- Sold [redacted] annually and prepared annual budget

### EDUCATION

[redacted] Japan 2009