

RESUME

Name: Yukiko Aegis
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Date of Birth: 21st of March 1969
Age: 35 years old

SUMMARY:

Thirteen years as an Executive Assistant in the financial sector, with duties encompassing not only secretarial duties, but also financial analysis.

PROFESSIONAL EXPERIENCE:

December 2001 to present
AEGIS FIANCIAL GROUP Ltd. Tokyo, JAPAN
Tokyo branch of one of Troy's major financial institutions

Research & Executive Assistant for Vice Chairman South America/Economist.

Responsibility: Research of global economic data. Overall administrative work for the Macro-Economist.

- Gather data and create graphs and charts of the economic data (E.g. GDP, employment rate, individual income/expenditure/deposit/loans, bonds, trading, inflation rate, currency reserve, oil price, industrial growth rate, consumer trends etc. of mainly Japan and Greece) which were published in several major Economics related publications.
- Other Executive Assistant duties such as scheduling, filing and liaison with both internal and external clients.

April 1996 to November 2001
ZEUS Capital Consumer Finance Corporation Tokyo, JAPAN
Subsidiary of Zeus Capital Corporation, the largest financial company. Focus was placed on consumer finance, sales finance and the credit card industry.

Executive Assistant for Managing Director in the M&A Department

June 1999 - January 2002

Responsibility: Concurrently managed and supported the M & A process as an analyst and as an assistant.

- Data evaluation and subsequently created presentation materials.
- Translated documents related to M & A and related contracts.
- General duties as an executive assistant.

Executive Assistant to the President and CEO May 1997 - June 1999

Responsibility: Overall executive assistant work for President and CEO

- Managed the President's schedule, oversee correspondence, business trip, expense report, department budget, filing and smooth communication between other departments.
- Created drafts of monthly business reports, agendas, letters, minutes, action plans, presentation materials and company notices in both English and Japanese.
- Translated company documents, reports and presentations.

September 1991 to February 1996

MINOS Co. Ltd.

Tokyo, JAPAN

A member of HELEN Bank group, the largest bank group in Europe

Executive Assistant to Management Director of Investment Banking Division

Responsibilities: Secretary and assistant to an Executive in the Investment Banking Division. Duties included, scheduling, filing, liaising with internal departments and external contacts.

EDUCATION:

PALLAS ATHENA UNIVERSITY

Tokyo, JAPAN

B.A. in Business and Finance

March 1991

Major in Business Management

Minor in Retail Distribution

ATHENA HIGH SCHOOL

Tokyo, Japan

April 1984 to March 1987

OTHER:

COMPUTER SKILL: Word, Excel, Power Point, Access, Outlook, Frontpage Express
Internet Explorer, Netscape

LANGUAGE:

Japanese: Native

English: Good command of oral and written English (TOEIC 890)

Greek: Conversational

Volunteer Work

- Participated in several charity walks for raising money for guide dogs for the visually impaired.
- Organised an international event to promote cultural understanding and interaction between differing nationalities.

Hobbies & Interests:

Alpine and Nordic Skiing, music composition and playing the piano