**Hanako Otani**

**ポイント！**パーソナルデータには

性別・生年月日は記載しません。

4-1,Kioicho, Chiyoda-ku, Tokyo 102-0094 JAPAN

Tel: 090-1234-56××, Email: temp@aegis-japan.co.jp

**OBJECTIVE**

A mid-level marketing position in the travel industry that will utilize my English language skills and knowledge of marketing business practices.

**ポイント！**応募するポジションとあなたの強みについて2-3行で記載しましょう。

**WORK EXPERIENCE**

**AEGIS Travel , Tokyo　　　　　　　　　　　　　　 　　　　　　　　　January 1995 - Present**

■Marketing Associate

* Supported consultants on Japanese, American, and England accounts.
* Created and published a comprehensive tourism marketing guide for the US market.
* Worked with consultants to develop marketing plans, proposals, and presentations for Consulates
* Developed expertise on preferences of foreign tourists by demographic profile.
* Conducted weekly rolling sales forecasts and margin analyses.

**Capital Consumer Corporation, Tokyo　　　　　　　　　　　　 April 1991 - January 1995**

■Sales Assistant, Domestic Sales Division

* Confirmed orders with the accounts department and placed orders with our subsidiary manufacturers.
* Executed the collection of payment.

**BACD Company, Yokohama　　　　　　　　　　　　　　　　　　　 April 1990 - January 1991**

■Executive Secretary, Sales Division

* Arranged meetings and coordinated business trip of managers.

**ポイント！**仕事内容は完結に箇条書きで。動詞から始めましょう。

* Translated documents from Japanese to English.
* Managed internal and external schedules.
* Interpreted for clients from overseas at meetings. (English to Japanese)
* Prepared presentation documents.

**EDUCATION**

Tokyo University, Japan(April 1986 - March 1990)

B.A. in Economics

**LANGUAGE**

* Japanese (native)
* English (fluent) TOEIC 950 (September 2005)

**ポイント！**その他資格がある場合は、

SKILLS欄に併せて記載しましょう。

* Chinese (basic speaking and reading)

**SKILLS**

PC：Word, Excel, Power Point, Access, Outlook, SAP, Illustrator , Photoshop