

Hanako Daijob

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Bilingual Secretary / Administrative Assistant

PROFILE

5 years of secretarial experience with international firms.
A. A. in English Literature. STEP Pre-1st Grade; able to interpret and translate.
Thorough knowledge of office operations.
Computer: MS Word, Excel, PowerPoint, Outlook.
Typing 60 wpm, very accurate.
Strong organizational, interpersonal and coordinating skills.
Able to work under pressure; able to meet deadlines.

EXPERIENCE

2000 to present

Administrative Assistant

ANC INTERNATIONAL, INC., Tokyo
Reported to President.
Interpret for clients from overseas.
Translate letters and reports from English into Japanese and vice versa.
Handle e-mail communications with overseas contacts.
Maintain contract and correspondence records.
*Transformed administrative forms into electronic format
and reduced paperwork by 40%.
*Created a database of overseas clients.

1997-1999

Secretary to Sales Manager

WORLD TRADING CO., LTD., Tokyo
Translated documents (English-Japanese).
Maintained client and billing records.
Arranged meeting and travel schedules.
Acted as liaison between Sales Manager and salespeople.
*Standardized some office procedures and improved efficiency by 30%.
*Sales Manager said, "You are the best secretary I've ever had."

EDUCATION

ESL Program, 1999

LONDON ENGLISH SCHOOL

A.A. in English Literature, 1997

NIPPON JUNIOR COLLEGE, Chiba