

TARO YAMADA

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PROFESSIONAL SUMMARY

- Ability to establish partnership and collaboration with cross-functional teams. Earned trust by responding sincerely and without succumbing to differences in thinking and culture, while working with colleagues from different cultures and foreign companies.
- Excellent communication skills. Strives to understand not only what is visible on surface but also its background, and mindful to build long-term relationships based on trust.
- Excellent interpersonal skills as well as ability to adapt to changes, as demonstrated in work in advertising agencies, non-profit organizations, and retail industry over past 15 years.
- Ability to prioritize multiple demanding tasks such as planning websites, arranging photography, and producing promotional materials.
- Meets deadlines and commitment to results while doing multiple tasks. Has led planning and managing schedules throughout career.
- Deep interest in and passion for technology. Has experience in site direction, content planning, access analysis using Google Analytics, and event planning and management.

WORK EXPERIENCE

ThisIsSample1 Co., Ltd. – Tokyo, Japan

Jul 2015 – Present

- **Senior Manager**
 - Plans products and manages production.
 - Makes proposals in Japanese and English.
 - Produces copywriting.
 - Writes press releases.
 - Communicates with foreign companies.
 - Launches websites.
 - Attends to visiting clients from abroad.
 - Plans and implements opening of ABC stores at major department stores such as DEF and GHI. Consistently achieves sales of 1.8 million yen per week at selling area.
 - Participates as coordinator in JKL, project sponsored by MNO, and ensures smooth communication between Canadian agents and domestic firms. Becomes highly trusted by Canadian agents, and continues to receive work requests even after project has ended.

ThisIsSample2 Non-Profit Organization – Tokyo, Japan

Jan 2011 – Jun 2014

- **Store Manager**
 - Planned and operated events at “PQR.”
 - Recruited and coordinated volunteers.
 - Planed and implemented food distribution services.
 - Participated in activities of communities such as shopping district.
 - Efficiently operated daily events 5 days week.
 - Coordinated total of 100 volunteers per month.

ThisIsSample3 Co., Ltd. – Tokyo, Japan

Apr 2007 – Dec 2010

- **Assistant Manager**
 - Made and managed schedules.
 - Led production progress work.
 - Responsible for in-house interpretation.

- Arranged schedules of each department and flexibly responded to unexpected situations.
- Assisted project team to create working environment where members could play active roles.

EDUCATION

Bachelor of Economics
Sample University – Tokyo, Japan

Apr 2003 – Mar 2007

Diploma
Sample High School – Tokyo, Japan

Apr 2000– Mar 2003

SKILLS AND INTERESTS

- TOEIC 900, Dec 2018
- Fluent in English and Japanese

REFERENCES

Available upon request