

## **John Doe**

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Date of Birth: 30th Nov 1974

Nationality: Japanese

Visa: Spouse of UK national

### **Profile:**

#### **Looking for:**

Temporary or permanent, full-time admin /receptionist work.

#### **Skills and experience:**

- Six years in language school administrative and secretarial work, including:
  - Customer-facing reception
  - Scheduling
  - Payroll
  - Budget planning
  - People and project management
  - Assisting foreigners with visas, accommodation, etc – all kinds of daily living difficulties
  - Strong computer skills with Word, Excel, database applications, etc.
- Upper-Intermediate English with “exceptional” spoken English (FCE, March 2004).
- Extensive personal experience as an overseas student.

#### **Character:**

Energetic, outgoing, youthful, open-minded, punctual, honest, sensible, reliable, and in particular highly personable – great at getting on well with colleagues and creating a positive atmosphere.

## **Experience:**

Nov. 2001 – Mar. 2003

### **Language Course Administrator**

- Organising language lesson courses for companies and organizations including the Japan Patent Office, the Ministry of Justice, NTT, Sony and HSBC.
- Creating schedules, selecting teachers for courses, working with teachers to assess level of students, choosing appropriate textbooks, etc.
- Working with teachers to develop textbooks and teaching materials.

Kanda Gaigo Career College (Corporate Service Division)

1-6-12 Nishishinbashi, Minato-ku, Tokyo 105-0003

Tel: +81 (0) 3-0000-0000

Nov. 1996 - March 2001

### **Co-Manager of English Conversation School**

- Greeting customers and helping them with administrative issues, maintaining customer and class reservation database, staff payroll, selecting and hiring staff, helping foreign teachers with daily difficulties and problems, working with foreign co-manager on business planning and budget management, sales promotion, class and staff scheduling and event and trip organization.

Britannica English Village (BEV) - Nihon Britannica Inc.

Tokyo Kanko Bldg. 8F, 1-25-1 Minami Ikebukuro, Toshima-ku, Tokyo

The BEV chain is now closed. For reference please contact mister X (former Manager): misterx@studya.com

## **Education and Qualifications:**

- Cambridge First Certificate in English – grade C, spoken English “exceptional” (March 2004)
- TOEIC – 710 points (February 2003)
- NCMA Community Network Child Minding Course and Test Japan (October 2001)
- Pediatric Medic First Aid Course (June 2001)
- International Guide Course – training to work in the travel industry, eg. for airlines at airports, as a flight attendant, etc. (April 1993 - March 1995 at Kanda Gaigo Foreign Language Institute)
- Eiken English Test – level 2 pass (October 1994)

**Additional information:**

Computer skills – highly proficient with:

- Word
- Excel
- FileMaker
- Claris Works / Apple Works
- Outlook
- Internet
- Typing – 40wpm English/Japanese

Overseas language study experience:

- 10 months, May 2003 - March 2004 – Oxford and London, UK (English)
- 1 month in 2000 – Lausanne, Switzerland (French)
- 5 months in 1996 – Perth, Australia (English)
- 1 month in 1995 – Auckland, New Zealand (English)
- 2 weeks in 1994 – Dublin, Ireland (English)