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| **EMPLOYMENT HISTORY** |
|  | Hotel clerk | 2008.04-current |
| Mitsui HOTEL , Tokyo, Japan* Responsible for filing, records management, typing, organizing supplies, taking inventory and restocking.
* Handled coping for records management and data entry.
* Answered multi-line telephone.
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| Accounting Assistant | 2005.07-2008.03 |
| Mitsui Co , Tokyo, Japan* Responsible for administering budget, payroll and personnel.
* Responsible for determining emergency allotment needs.
* Help in public relations, opening and closing of monthly and yearly budget and payroll.
* Responsible for discussing contact work.
* Work as communicator with accounts.
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| Waitress/Cashier | 2004.04-2005.07 |
| Mitsui cafe, Saitama. Japan* Took orders, served restaurant patrons, and assisted at the cash register.
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| **EDUCATION HISTORY** |
|  | Masters Degree in economics | 2003.04-2004.03 |
| The University of Bunkyo, Saitama Japan |
|  | B.A. Degree in economics | 2000.04-2003.03 |
| The University of Bunkyo , Saitama Japan |
|  | Diploma | 1998.04-2000.03 |
| Tokyo High School, Saitama Japan |