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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. | | |
| 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. | | |
| Waitress/Cashier | 2004.04-2005.07 | |
| Mitsui cafe, Saitama. Japan   * Took orders, served restaurant patrons, and assisted at the cash register. | | |
| **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 | | |