

# Taro Yamada

Email: [tayoyamada@gmail.com](mailto:tayoyamada@gmail.com)

Mobile: 0400-000-000

Home Address: 00 George Street Sydney NSW 2000

## Key Skills

- More than 10 years customer service experience with the best customer service reward in Japan.
- Japan Secretary Certificate Level 4
- Microsoft Office Word, Excel, Power Point, and Wordpress.

## Education

2020 to present	Pathways Business English Communication XXX Sydney Language School, Sydney, Australia
2010 to 2014	Bachelor of Arts Department of Economics University of XXXX, Tokyo, Japan
2007 to 2010	General Studies XXXX High School, Tokyo, Japan

## Work Experience 1

XXXX Company Pty Ltd, Tokyo, Japan  
Sales Department

March 2014 to February 2019

- Created strategies so that our stores are able to raise their sales.
- Assisted customer services at each store.
- Worked as telephone centre leader.

## **Work Experience 2**

XXXX Restaurant, Tokyo, Japan  
Floor Control Assistant

March 2010 to February 2014

- Organized customers so that they can stay and eat in the restaurant as comfortably as possible.
- Dealt with opinions from customers and got it better or solved it.
- Prepared fliers and posters for the restaurant advertisement.

## **Work Experience 3**

XXXX Non-Profit-Organization, Tokyo, Japan  
Internship

August 2012

- Assisted general life support for overseas students who are staying in Tokyo.
- Prepared overseas students study materials.
- Communicated in Japanese with overseas students so that they can get chances to speak Japanese more and more.

## **Activities and Interests**

### Travel

- Visited Australia to experience various Australian life and culture.
- Visited Canada to learn Canadian lifestyle
- Visited the United States to enjoy American culture

### Calligraphy

- Got the top reward in my state

### Music

- Play the guitar and hold lives with my music friends.

## **Languages**

Japanese - Native

English - Fluent