

↓左上に個人情報をまとめる

## CONTACT

- 111-1111-1111
- aaaaaaa@gmail.com
- Burnaby
- linkedin

↑linkedinは記載する

## EDUCATION

2015 - 2019

### UNIVERSITY

- Bachelor of Business
- Major in international business

2012 - 2013

### THE UNIVERSITY OF BRITISH COLUMBIA

- Study abroad experience
- Enrolled in courses focusing on environmental issues

## SKILLS

- Order taking
- Beverage preparation
- Workplace safety
- Drink customization
- Cleanliness standards
- Customer service

↓飲食店では資格が大事！

## CERTIFICATIONS

- ServSafe Food Handler Certification - National Restaurant Association.

## LANGUAGES

- English (Fluent)
- Japanese (Fluent)

↓すぐ働けるように記載！

## AVAILABILITY

- Weekday 10am to 6pm

# TARO SUZUKI

## PROFILE

Developed strong customer service and time management skills in fast-paced environment. Demonstrated ability to thrive in high-pressure situations while maintaining attention to detail and quality. Looking to transition into new field where these transferrable skills can be effectively utilized.

## WORK EXPERIENCE

↓応募する職種と関係のある経歴を中心に

- Restaurant name SEP 2023 - APR 2024

### Barista Manager

- Served customers quickly and efficiently and created strategies to prevent delays.
- Maintained accurate inventory counts to meet customer demands and sustain operations.
- Restocked and cleaned stations and facilities to maintain cleanly and operable standards.
- Strengthened team morale by recognizing outstanding performance, offering constructive feedback, and facilitating open communication among staff members.

↑職歴は動詞（過去形）から始める！職歴の動詞は「Powerful verbs on resume」で調べて強調できるものをピックアップ

- Restaurant name OCT 2022 - FEB 2023

### Barista

- Sanitized equipment and wiped down counters and tables to prevent spread of germs.
- Maintained and operated espresso machines, blenders, commercial coffee brewers, coffee pots, and other equipment.
- Brewed and served coffee, tea and other non-alcoholic drinks according to company standards.
- Enhanced customer satisfaction by crafting high-quality coffee beverages and providing exceptional service.

↓強調したい経験は太字とアンダーラインを引くと、採用者の目につきやすい！

- Restaurant name APR 2015 - JUN 2021

### Barista

- Promoted a welcoming atmosphere by greeting customers with a friendly demeanor and promptly addressing their needs.**
- Contributed to a positive team environment through effective communication and collaboration with colleagues.
- Handled customer complaints professionally, resolving issues promptly to ensure satisfaction and foster loyalty.
- Managed time effectively to balance both front-of-house tasks and back-of-house responsibilities during busy periods.

↓ボランティア活動は記載すると◎カナダでは大事！

## VOLUNTEERING

### BC / Teacher's Assistant

NOV 2024 - NOW

- Supported 25 students, collaborated with the teacher to develop lesson plans and teaching materials.