

# TARO SUZUKI

## PROFILE

Personable and organized individual with keen eye for detail and positive, upbeat attitude. Possesses strong communication skills and solid understanding of office software, including proficiency in Microsoft Office Suite. Capable of enhancing team efficiency through effective coordination and administrative support.

↓応募する職種と関係のある経歴を中心に

↓同じ職場でも職歴や立場・仕事内容が変わる場合は記載すると◎

## WORK EXPERIENCE

- **Company name** SEP 2023 - APR 2024  
Administrative Manager

- Answered multi-line phone system, routing calls, delivering messages to staff and greeting visitors.
- Established administrative work procedures to track staff's daily tasks.
- Opened and properly distributed incoming mail to promote quicker response to client inquiries.
- Supported company leaders by managing budgets, scheduling appointments and organizing itinerary.

↑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

- **Company name** OCT 2022 - FEB 2023  
Administrative Assistant

- Created and maintained detailed administrative processes and procedures to drive efficiency and accuracy.
- Greeted incoming visitors and customers professionally and provided friendly, knowledgeable assistance.
- Responded to inquiries from callers seeking information.
- Reduced errors in documentation by meticulously proofreading and editing written materials.
- Provided clerical support to company employees by copying, faxing, and filing documents.

↓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！

- **Company name** APR 2015 - JUN 2021  
Administrative Assistant

- **Managed phone and email correspondence and handled incoming and outgoing mail and faxes.**
- Delivered excellent customer service through prompt responses to client inquiries, addressing concerns effectively, and building strong relationships.
- Managed filing system, entered data and completed other clerical tasks.
- Increased office participation in special events by creating newsletter with detailed calendars and other office updates.

↓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.

↓左上に個人情報をまとめる

## CONTACT

- ☎ 111-1111-1111
- ✉ aaaaaa@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

↓仕事に関連するものから順番に

## SKILLS

- Data entry
- Computer skills
- Office administration
- Time management
- Microsoft Word
- Customer service

↓国際的な資格があれば◎

## CERTIFICATIONS

- Adobe Certified Expert (ACE)  
- Adobe.

## LANGUAGES

- English (Fluent)
- Japanese (Fluent)