
AKIKO TANAKA

52 Orchard Street, London W2 3BT
Telephone: 020-7654 3210; Mobile: 07960 999999; E-mail:
akiko9999@hotmail.com

Employment

- 1999-2001 **Natural Group**, Tokyo, Japan
A manufacturer and retailer of natural foods and supplements in Japan
- Sales Assistant*
- Advised the main shop's customers about organic and health foods
 - Developed new business in smaller satellite stores, explaining the benefits of supplements and organic food to potential new customers
 - Increased sales at both the main and the satellite shops. The extra profits were used to expand the business by establishing a new shop
- 1997-1999 **Sony Corporation**, Tokyo, Japan
A Japanese conglomerate which develops and manufactures consumer and industrial electronic equipment world-wide
- Administration Assistant, General Affairs Department*
- Examined incoming mail and redirected this to the appropriate division
 - Translated foreign letters (written in English) into Japanese
- Customs Clearance Officer, Import Division, Sony Air Cargo*
- Completed reports (e.g. bills of entry) to facilitate the import of goods from abroad
 - Dealt with customs enquiries and procedures

Education

- Sep 2001 – **Britannia School of English**, London
English language school; passed Cambridge First Certificate exam in June 2002

1993–1997 **Meikai University**, Chiba, Japan
Degree in International Relations

Other Skills

Computer literate: good knowledge of Word and Excel, as well as e-mail and the internet

Fluent in Japanese; practical knowledge of English and Korean

Personal Details

Date of Birth 6 January 1975

Nationality Japanese

Gender Female

Work status Student visa

Interests Studying English, visiting museums, playing golf