**Taro Suzuki（※名前）**

ABC Mansion #201, 1-2-3 ○○, Minato-ku, Tokyo, 123-456 （※住所）

 Pohne: (xx)xxxx-xxxx（※電話）

Email: tarosuzuki@abcmail.com （※メールアドレス）

**Qualifications**

・13 years of Costumer Service-related experience

・Computer skills: Microsoft Office Specialist – Word and Excel

・Experience in directing a project team up to 150

・Willing to relocated nationwide

**Business Experience**

***（会社名）*** 　　　　　　　　　　　　　　　　 （入社年）-（退職年）

***（役職名）*** （所在地）

・（アピールポイント）

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・xxxxxxxxxxxxxxxxxxxxxxx

***ABC Co., Ltd***　　　　　　　　　　　　　　　　　　　 2014-present

***Senior Manager, Customer Service***  Tokyo, Japan

・Managed customer service team to support over 150 employees

・Trained over 200 staff members in 4 years

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***ABC Insurance*** 　　　　　　　　　　　　　　　　　　　　　　 2009-2014

***Customer Service Representative***  Osaka, Japan

・Answer 100+ telephone calls daily regarding existing costumers

・Received an average 90% customer satisfaction rating, 10 %higher than average

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**Education**

・Mar.2005: B.A. in Marketing, X University, Nagoya, Japan

**Licenses and Certifications**

・TOEIC Score 875, July 2017

・Secretarial Skills Test, Level 1

**Skills**

・Fluent in English and Japanese

・Advanced user of Word, Excel, and Power Point