

Hanako Nakamura

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PROFESSIONAL SUMMARY

Self-motivated and detail-oriented administrative assistant with 10+ years of experience in office administrative functions to top management levels, hoping to utilize my excellent communication skills, business manners, and leadership in XXX Company.

KEY SKILLS

- | | |
|--|---------------------------------|
| ■ Office Software/ MS Office Proficiency | ■ Business Manners & Discretion |
| ■ Employee Relations | ■ Supervisory |
| ■ Coordination & Liaison | ■ Delegation & Time Management |

LANGUAGES & QUALIFICATIONS

- | | |
|--------------------|---|
| ■ Japanese: Native | ■ English: Advanced Business
(TOEIC 900 in 2012) |
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PROFESSIONAL EXPERIENCE

ABC Company | Tokyo, Japan

April 2014 - Present

Executive Assistant to the CEO

April 2017 – Present

- Handle all day-to-day administrative tasks for the CEO, which includes client and company meetings, business correspondence, expenses and supplies
- Communicate to the general staff as well as other departments' secretaries on the CEO's behalf to coordinate high-level meetings
- Plan logistics for all travel arrangements, meetings, conferences and special events of the CEO
- Create new compensation structure to improve employee morale and boost performance
- Act as communication liaison with parent company and other regional offices

Executive Assistant to the CFO

April 2014 – March 2017

- Acted as the Finance focal point for administrative issues in the entire organization
- Was responsible for end-to-end travel bookings and plans for CFO and other Finance MT members
- Prepared and executed onboarding program for new Finance employees

- Facilitated the operation of Finance Managers' meetings

DEF Company | Tokyo, Japan

April 2011 – March 2014

Group Secretary

April 2012 – March 2014

- Successfully facilitated the integration of the company into our new parent company, including policies, systems and organizational structure
- Led, organized, and provided logistics support for all the divisions' quarterly planning sessions
- Implemented a new detailed guideline for the company's expense policy, creating effectively repeatable policy for future incumbents
- Oversaw event coordination (company events, business dinners, and monthly board meetings)

Office Operations Specialist

April 2009 – March 2012

- Managed the onboarding procedure for all newly hired personnel
- Received and dispatched mails and other documents to the entire organization

EDUCATION

BCD University | Sendai, Japan

2005 - 2009

Bachelor in Business Administration

INTERESTS & HOBBIES

- Salsa
- Skiing