**Taro Career**

2-1-1, Otemachi, Chiyoda-ku, Tokyo 100-0004 JAPAN

Tel: (03) 1234-5678

E-mail: Career@pasonacareer.co.jp

**Objective**

* To secure the position of the Sales Manager that will take advantage of my 5-year experience in negotiating overseas clients.

**Work Experience**

**Sep. 1999 – present : Tokyo Trading Co., LTD**

Position : Sales Representative at International Operations Division

* Negotiated prices and specifications with the maker.
* Arranged to export the microchip to overseas customers.
* Attended the customers from overseas when they came to press check.
* Developed documentation, contracts and arranged for shipping of PC materials.
* Developed relationships with European supply companies.
* Traveled to overseas exhibitions twice a year.
* Reported to Senior Vice President.
* Train and supervise 3 junior staff in the Division.

**Education**

* BBB University , U.S.A. (Sep.1995-Aug.1999)

B.A. in Commerce

**Skills**

* Computer Skills : Proficient in MS-Word, Excel, and Access

**Language**

* TOEIC 900 (September 2002)
* Practical English Proficiency Test 1st grade(July 2000)