

KAORI SUZUKI

Address

111 Cougar Street, North Banff
N.S.E.1234

Telephone

123-4567-8900

Job Objective : To gain experience for career in Travel agency.

Work Experience

2003—2005	Assistant Manager in the reservation booth at ABC travel Company, Tokyo (full-time)
2001—2003	Secretary in DEF Bank, Tokyo (full-time)
2000—2001	Sales Assistant in GHI Store, Tokyo (full-time)

Education

1998—2001	JK Junior College, Tokyo Major : English Literature Degree : Associate of Arts in English Literature
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Skill and Abilities

Driving license, typewriting speed of 50w/m and TOEIC score 800

Personal Information

Date of Birth : April 29,1980
Place of Birth : Tokyo, Japan
Nationality : Japanese
Interests : snowboarding, travelling