

Sample Resume 1 - Hospitality

Joe Crew
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EDUCATION

- 2004-Present Tokyo University Graduate School, Tokyo, Japan
Major: Hospitality
Member of the Tourism Institute.
- 2000-2004 Kansai University, Osaka, Japan
Bachelors Degree: Business and Tourism

WORK EXPERIENCE

- 2004 Hotel Nikko Vancouver, Canada.
Intern, Sales and Marketing Department.
Responsible for making reservations for individual guests, groups, and corporations. Welcomed VIP guests and lead them to their rooms.
- 2001-2004 Mister Donut, Osaka, Japan
Trainer
Responsible for training new employees, developing products, and cooking of donuts. This job developed my skills as a team player.
- 2000-2001 Tutor at a residents' association, Osaka, Japan
Taught science and mathematics to junior high school students.

OTHER SKILLS

COMPUTER: Microsoft Word, Excel, Power Point
LANGUAGE: Fluent in Japanese, and proficient in English