Yasunobu Takata

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**PROFILE**

* Self-starter
* Result-driven
* Punctual while maitntaining quality

**EDUCATION**

Sept 20xx – May 20xx: BA of Economics - University of California at Berkeley USA

Sept 20xx – May 20xx: AA in Liberal Arts - Hartnell College USA

**INTERNSHIP**

Sept 20xx – May 20xx: Editor / Writor at Hokubei Mainichi Newspaper Co, CA USA  
 - Interviewed and wrote articles on social events and sports  
 - Wrote columns about elderly care facility in the Bay area

**EXTRACURRICULAR ACTIVITIES**

20xx - 20xx: Cal Japanese Traditional Dance Team

* Performed in more than 50 events in one year
* Managed coreography depending on team availability

Asian Baptist Student Koinonia

* Participated in cleaning programs as a volunteer every Friday morning

20xx - 20xx: Self-defined tourism guide/translater

* Helped foreign travellers find ways and recommend places to go in Asakusa, Tokyo and in Hiroshima

**WORK EXPERIENCE**

Sept 20xx – May 20xx: Part time sales staff at Seven & Eleven Japan, Hiroshima Japan  
 - Worked as a casher  
 - Pointed out operational inefficiencies for improvement

Sept 20xx – May 20xx: Chief lecturer at Keisei Prep School, Hiroshima Japan  
- Taught and managed English courses12th grade students  
- Set up customized goals and plans for each student

**AWARDS**

20xx: Valedictorian – Harnell College

20xx: Shortlisted as a finalist on a XXX English poem contest

20xx: 4th position at ALL Japan vocational school English speech contest

**SKILLS**

* Language
  + Japanese: Native
  + English: Fluent in business situations
* Analytical thinking and problem solving skills
* Proficient in Microsoft Office Applications
* Strong communication and interpersonal skills

**FIELDS OF INTERESETS**

* Traveling
* Social marketing
* Foreign languages