

Tom Kurutsu

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WORK EXPERIENCES

Akasaka Co. Ltd.

2010-present

Customer Service Counter (part-timer)

- Offering customer service to maintain client accounts
- Analyzing the customer service to increase the number of customers
- Providing friendly support to the managers and the chief conductors

Kokusai, Inc.

2009-2010

Translator (part-timer)

- Translated technical and professional correspondence between Japanese and English
- Maintained document forms on computer network
- Participated in team meetings of the business negotiations

Gattsu Juku School

Teacher (part-timer)

2007-2009

- Teaching English to junior high school students
- Teaching Japanese to senior high school students

EDUCATION

Gambarou University, Tokyo, Japan,

2011-2013

**Major: International Business Management
(M.B.A.)**

Yattemiyou University Kanagawa, Japan

2007- 2011

**Major: Global Management
(B.B.S.)**

CONTINUOUS EDUCATION

Hawaii Wiki Wiki College, Honolulu, Hawaii,

2013-

International Management in the Pacific Rim Nations
(Internet Correspondence Study Course)

Professional skills

Language: Fluent in Japanese and English, writing & verbal

TOEIC : 650 (2009), 850 (2010), 950(2011)

Computer: Microsoft Word, Excel, Power Point, Outlook, All Internet Browsers

(Responsible and highly motivated learner)

OBJECTIVE

Full time professional position in a global business organization requiring international communication skills in the marketing field in Canada or in the USA.

REFERENCE

Available on request