



**Taro Heisei**  
1-10-7-1001 Higashi-Gotanda, Shinagawa  
Tokyo 141-0022  
Japan

**OBJECTIVE**                      To obtain a trainee position with an American hotel.

**WORK EXPERIENCE**

1996 – Present                      Nihon Hotel, Tokyo, Japan  
***Front Desk Clerk/Night Manager***  
Assist guests with all aspects of hotel stay  
Train and supervise crew of 20 employees  
Maintain computer database and accounting records

1994 –1996                          Suehiro Restaurant, Osaka, Japan  
***Manager***  
Provided quality service to customers  
Supervised and trained new waiter  
Oversaw food and beverage purchasing  
Responsible for maintaining financial records  
(billing, accounts payable)

**EDUCATION**

1992 – 1996                          Doshisha University, Kyoto, Japan  
***Bachelor's Degree in Hotel and Restaurant Management***

**SPECIAL SKILLS**

Fluent in English  
Proficient in Windows 98 and 2000  
Skilled in MS Word, Excel, Access, and PowerPoint  
Familiar with Internet

**INTERNATIONAL EXPERIENCE**

1996                                      Studied abroad in Victoria, Canada  
1994                                      Intensive English language program in San Francisco, CA

**INTERESTS**                          Golf and skiing

**References are available upon request**