

Personal information

First Name / Last Name	Hanako Rikkyo
Email Address (for UN registration)	hrikkyo@rikkyo.ac.jp
Other Email Address	hrikkyo@gmail.com
Gender	Female
Date of Birth	6/April/2001
Place of Birth	Tokyo, Japan
Nationality at Birth	Japan
Current Nationality	Japan
Correspondence Language	English
Current Address	3-34-1 Nishi-Ikebukuro, Toshima-ku, Tokyo, Japan
Permanent Address	3-34-1 Nishi-Ikebukuro, Toshima-ku, Tokyo, Japan
Telephone Number	+81-90-1234-5678
Emergency Contact	Name: Taro Rikkyo Address: 3-34-1 Nishi-Ikebukuro, Toshima-ku City: Tokyo Postal Code: 171-8501 Country/Territory: Japan Phone Number: Email address: +81-3-3985-1234

Qualifications and Skills**Academic Qualifications**

Degree Level	Bachelor degree or equivalent
Diploma / Degree Obtained	Bachelor's in Law and Politics
Dates	From: 2020/ 4 / 1 To: 2024/ 3 / 31
Main Field of Study	International affairs
University / Institution	Rikkyo University

Other Qualifications

*複数項目記載可。

Dates	January, 2021– March, 2021
Organization	ABC University Extension (U.S.A)
Name of programme	TESOL Professional Certificate Programme
Title of qualification awarded	TESOL Certificate URL: http://extension.abc.edu/public/CategoryCertificateProfile
Principal subjects/ occupational skills covered	English Education: Acquired knowledge on different pedagogic principles and backgrounds through lectures and discussions given by current TESOL teachers. Communication Skills: Learned how different cultures affect people and learning styles and ways to communicate with students. Experienced cross-cultural communication and teamwork with other teacher trainees.
English Qualification	TOEIC 915 (December, 2021), TOEFL ibt 87 (December, 2020)

Computer / IT Skills

Available Hardware, Software, any other IT skills	-OS: Windows 8-10, Mac OS -Microsoft Office: Word, Excel, PowerPoint, Access -Adobe: Photoshop, Acrobat -SNS: Facebook, Instagram, Twitter / account management, posting -Website creation with HTML and CMS using free software -Uploading movies and photos on the Internet
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Languages

Language / Level	English (business level), French (basic) Japanese (mother tongue)
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Professional Experience

*複数項目記載すること。インターンシップ、ボランティア、アルバイト含む業務の経験について記述すること。経験ごとに項目を立て、その仕事で得たスキルや考え方などが今回の活動に活かせることが伝わるよう、できるだけ詳細に記載すること。

Dates	From: 1 /August/2020 To: 3/September/2020
Area(s) of Expertise (CV 項目選択肢参考資料から選択。最大3つまで)	- Economics and finance - Information technology
Position title	
Type of employment/engagement	Internship
Type of Organization (CV 項目選択肢参考資料から選択)	Private Sector
Employer / Organization	ABC Commerce (Online advertising agency), Tokyo, Japan

Descriptions of major Activities
(~2000 characters)

◆ Main Tasks, Responsibilities
-Created contents for social networking ads.
-Attended business development meetings.
-Assisted in performing daily tasks.
-Developed marketing strategies for new products with teammates.

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◆ Achievements
-Understood structure of affiliate marketing business.
-Developed marketing strategies for new products with teammates.

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◆ XXXXX

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Reason for Leaving

Summer Program

City, Country

Tokyo, Japan

Dates

From: 1 /October/2021 To: 3/January/2022

Area(s) of Expertise

(CV サンプル後半の参考資料から選択)

- Community development

Position title

Student researcher

Type of employment/engagement

Employment (less than 50%)

Type of Organization

(CV サンプル後半の参考資料から選択)

Private Sector

Employer / Organization

Global ABC Program(Japan)

ABC Bank (Bangladesh)

<http://www.gabc.com>

Descriptions of Major Activities
(~2000 characters)

Student Researcher

Researched social problems in Bangladesh

-Interviewed local people on nutrition and agriculture problems with teammates.

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Organized the project

-Liaised with ABC Bank to get information on local area in Bangladesh and to obtain food and accommodation support for research program members.

-Collected donation from Japanese companies for project.

-Set up debriefing session for people from related companies in Japan.

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Reason for Leaving

Expiration of term of service

City, Country

Tokyo, Japan / Dhaka, Bangladesh

References

References

Minimum 1, Maximum 3

Name: Mr. Ichiro Yamada

Referee's role or position: Professor of Rikkyo University

Email Address: xxxxxx@rikkyo.ac.jp

City & Country: Tokyo, Japan

Phone Number: 03-3985-xxxx

UNV can contact my present employer Yes