

## **Taro Canada**

Address: 402, 609 West Hastings St, Vancouver BC, V6B4W4

Contact Number: +1-778-580-7903

Email: canadacompass@gmail.com

### **PROFESSIONAL PROFILE**

- Proactive and highly skilled Administrative Assistant with three years' hands-on experience working in diverse office environments.
- A team player who works collaboratively, and effectively communicates with all levels of staff.
- Proficient in providing support to executives, taking minutes, handling appointments and messages, and writing correspondence.
- Documented success in using MS Word, Excel, PowerPoint and QuickBooks.

### **WORK EXPERIENCE**

**Canada Compass Ltd**, Tokyo, Japan  
Administrative Assistant

April 2016 - March 2019

- Answered three office phone lines and managed email correspondence.
- Scheduled and coordinated meetings, appointments, and travel arrangements for supervisors and managers.
- Coordinated interviews for internal hires and followed up with candidates on the response.
- Processed and recorded payments, keeping meticulously maintained filing systems.

**Japan Consulting Services Ltd**, Tokyo, Japan  
Administrative Assistant

April 2014 – February 2016

- Scheduled and organized meetings, both in and out of the office.
- Managed documents and filed in an organized filing system.
- Maintained office equipment and scheduled visits for repair and service when necessary.

### **EDUCATION**

**International Language School**, Vancouver BC, Canada

April 2019 - June 2019

**Tokyo University**, Tokyo, Japan  
Bachelor of economics degree

April 2010 - March 2014

### **SKILLS**

- Fluent in Japanese and advanced English.
- Advanced user of Word, Excel, and Power Point