

March 25, 2005

MS. TOMOKO TAKAMURA  
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**WORK EXPERIENCE:**

May 2004 - Present

[Monterey Bay International Trade Association](#), CA, U.S.A.

Responsibilities:

- Public relations for events, luncheons and conference
- Online market research for world marketplace
- Global e-Commerce training for Japanese market
- Administrative support

April 2001 - September 2002

Language conversation school, [NOVA GROUP](#)

Responsibilities:

- Managing School sales.
- Counseling students on how to improve.
- Assisting teachers and scheduling.
- Preparing orders for all office supplies and equipment.

**EDUCATION:**

April 1997 - March 2001

Tokyo International University (graduated in March 2001)

Degree: International Economics

February 2002 - December 2002

Tokyo International University of America,  
Willamette University, OR, U.S.A. One year exchange student.

**CREDENTIALS AND RELATED EXPERIENCES, ADDITIONAL SKILLS:**

- English Proficiency Test: TOEIC 740 (2003)
- Computers: Windows XP (MS-Word, Excel, Act)
- Japanese culture teacher at Burbank Elementary School, OH, U.S.A. (October 2002 - July 2003)
- Business and School Intern with the International Internship Programs.
- e-Learning course of "Finance of International Trade" by [eBSI](#). (June 2004 - Present)
- Taking a e-Learning course by JETRO: Japan External Trade Organization.

(Oct 2004 - Dec 2004 Have a Certification)