

Name	<b>Kiyoko Sato</b>
Address	13-4-21, Kasumigaseki, Higashi-ku Tokyo, 153-0425
Telephone	+81-3-4265-1212
Nationality	Japanese
Marital Status	Single
Sex	Female
Date of Birth	March 17, 1994
Height	164cm
Vision	R:1.2 L:1.2

## CAREER OBJECTIVE

To obtain a position as a Flight Attendant where I can utilize my English skills and service- minded personality to help international travelers.

## SUMMARY

Excellent command of English. Able to handle very demanding customers. Excellent interpersonal skills. Service minded. Good-humored personality. Very responsible person.

## EMPLOYMENT HISTORY

### **Sony, Inc. (Tokyo, Japan)**

07/2017 - Present

#### *Receptionist*

Answered incoming phone calls (both international and domestic). Responsible for greeting international guests. Showed guests into the drawing room. Handled reservations for all meeting rooms.

### **Apple (Tokyo, Japan)**

07/2015 - 06/2017

#### *Showroom Staff*

Introduced Apple products to guests in the Apple showroom. Guided guests and gave group tours in both Japanese and English. Created brochures and flyers.

### **Marriott Corp (Fukushima, Japan)**

04/2014-06/2015

#### *Hotel Front Desk Staff*

Greeted and guided guests (including VIP clients). Managed the coat check room during weddings and parties. Resolved all customer complaints.

## EDUCATION

### **Aoyama Gakuin Women's Junior College - Tokyo, Japan**

Graduated 2014

## SKILLS

English - Fluent both spoken and written. TOEIC 790 (2015)

Japanese - Native tongue.

## HOBBIES

Tennis, Travel, Scuba diving.

*References available upon request.*