

Yuki Tanaka

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OBJECTIVE

Seeking a position that utilizes my 7 years of hotel wedding sales experience and management skills.

EXPERIENCE

Global International Hotel Tokyo

1/2016– Present

Assistant Conference Director

- Responsible for conference reservations and arrangements.
- Generated 1.8 billion yen in sales in fiscal year 2018, managing arrangements for more than 1000 corporate clients.
- Educated staff members, constructed an organization and reservation system.

Toho Grand Hotel Tokyo

4/2012 – 12/2015

Chief of Banquet Office

- Was responsible for wedding sales and corporate conference reservations and arrangements.
- Handled wedding sales and banquet reservations work.
- Created materials and pamphlets for agency calls, sales promotions, client research, magazines and other advertising.

AWARDS

Global International Hotel Tokyo's Outstanding Employee of the Year Award (12/2018)

EDUCATION

Community College Of Denver, Colorado, USA

Language exchange student (4/2011 – 3/2012)

Tozai Gakuen Junior College

Associates degree in Home Science (3/2011)

CERTIFICATIONS

Secretarial Qualification Examination, Level 2 (7/2010)

COMPUTER SKILLS

Proficient in the use of Microsoft Word, Excel and PowerPoint on Windows-based computers.

LANGUAGE SKILLS

English: Daily conversational level.

Japanese: Native tongue.

REFERENCES

Available upon request.