**Resume: Hanako Icon**

Email: hicon@xxx.ne.jp

Mobile: 090-0000-0000

Date of Birth: January 18th, 1980

Nationality: Japan

Resides: 2F, Kayabacho Residence, x-x-x Nihonbashiayabacho, Chuo-ku, Japan

**PROFESSIONAL EXPERIENCE**

▼直近の職歴から記入。

**GHI Company Co., Ltd. - Tokyo, Japan Sep 2013-Present**

▼職責、通常の職務内容を具体的に記載

▼役職名を記入

**Procurement Manager, Sourcing Division**

▼職務内容は箇条書きで簡潔にまとめる

- Managing 10 staffs

- Responsible for raw material procurement

▼具体的な数字を示して実績をアピール

- Created relationship with 24 new suppliers in overseas

- Created new scheme of global procurement

▼成果を明確に記載 - 何をどう達成したか、何%のコスト削減や売上増、納期短縮を実現したかなど。

Achievement:

- Contributed to reduce cost by USD 10 Million by introducing new procedure in 2013

**DEF Corporation - Tokyo, Japan Jan 2007 – Jul 2011**

**Assistant Manager, Procurement, Chemicals Division**

▼マネジメント経験がある場合は具体的な人数も記載

- Managed 3 staff

- Developed procurement strategies

- Responsible for chemicals

- Lead cross-functional project teams for cost reduction and new product development

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Achievement:

- Delivered over 7% savings in 2009 and 2010

**ABC Inc. - Tokyo, Japan Apr 2003 – Dec 2006**

**Buyer, Automotive Division**

- Selected suppliers (new development/performance review)
- Negotiated price with suppliers

- Used SAP to manage inventory level

Achievement:

- Successfully introduced a new procedure for cost reduction of 12%

**EDUCATION & TRAINING**

▼直近の学歴を先に。主に最終学歴とそれに近い学歴を記載

* MBA, [The University of Chicago Booth School of Business](http://www.chicagobooth.edu/programs/full-time), Sep 2011 – Jun 2013
* B.A. in Business Administration, Keio University, Tokyo, Japan Apr 1998 – Mar 2002

**QUALIFICATIONS & SKILLS**

▼応募する職種に関連する資格や免許を記載

▼SAP, Oracle, AccessなどのIT経験も記載

* TOEIC 920
* MS Word/Excel/PowerPoint