

# STEPHANY SAMPLE

1-1-1 Home address, Tokyo, Japan 111-1111

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Proven ability to gain and analyze up-to-date information and skills to build trust relationships. Highly adaptable to ever changing circumstances. Well-presented and self-motivated leader with excellent multi-tasking skills.

## INTERNSHIP

**Sample, Inc.** April 2013 - Present

- Conducting interviews with various companies, and writing articles on the companies' visions and values

**BBA Capital, Japan. Equity Sales and Trading, Intern** February 2014

- Prepared and analyzed timely market data, and evaluated corporate values
- Gave presentations on long-term stock picks to CEO and managing directors in morning meetings
- Worked closely with both traders and sales traders and learned trading processes

## PART-TIME EMPLOYMENT

**Hotel AAA** July 2012 – April 2013

- Served customers, supported visitors travelling from abroad, and built relations with customers

**University of USA** September 2011– June 2012

- Taught Japanese to senior students preparing to participate in JET program

## CAMPUS/ COMMUNITY ACTIVITIES

**University of USA Student Organization, Representative** September 2011 – June 2012

- Lead 80 students from various backgrounds
- Accomplished a goal to increase the number of students studying abroad by 1.5 times
- Succeeded in winning university's official support

**AA Organization, Japan (NGO)** 2010 –2011

- Assisting the organization of fair trade promotion campaign, and participated in *Earth Day 2011*

## EDUCATION

**Intrax University, Japan** April 2006 – March 2010

**B.A. in International Politics, Economics, and Communication**

International Relations Major: Focusing on; future of the bottom billion and effectiveness of government programs.

Grade Point Average: **3.9**

**University of USA, California, USA** August 2011– June 2012

Exchange Program (**AAA Scholarship**) International Relations Major, Public Relations Minor

Grade Point Average: **3.8**

## SKILLS

**Proficient in Japanese and English**

TOEIC: **900** September 2012

TOEFL: **109** June 2010

EIKEN Test in Practical English Proficiency, **Grade 1** July 2009

**Comfortable with Microsoft Word, PowerPoint, and Excel**

**5 years of international experience from living abroad**