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| **Taro Suzuki** | **Garden Haitsu 701, 1-1-1 Nagata, Chiyoda, Tokyo 000-0000, Japan**  **+81 (90) 1234-5678**  **[Email-address@email.co.jp](mailto:Email-address@email.co.jp)** |

**Professional Summary**

**s**

(Sample) A meticulous and hardworking project manager with 10 years of experience working in construction and civil works. Led the construction of the award-winning New Tower in 2020 and ----------------

**PROFESSIONAL EXPERIENCE**

**Project manager February 2020 - Present**

**AAA Corporation**

**London, United Kingdom**

**Duties and Responsibilities:**

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**Chief sales manager April 2018 - February 2020**

**Sales Department, BBB company**

**Toyko, Japan**

**Duties and Responsibilities:**

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**Sales manager April 2015 - March 2018**

**Osaka Office, BBB company**

**Osaka, Japan**

**Duties and Responsibilities:**

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**EDUCATION**

**XXX University April 2007 - March 2011**

**Undergraduate Course of Science and Engineering**

**Bachelor of Science**

**Selected Accomplishments:**

* Graduated with third highest GPA (3.456) on course
* Won 19th ABC award for academic excellence from (学会名)----
* Awarded scholarships from -----
* Majored in Science; thesis: ‘論文タイトル’
* Participated in ----

**ADDITIONAL**

* Official Business Skills Certificate in Bookkeeping, First Grade, Japanese Chamber of Commerce and Industry; received the highest level certificate -----
* Served as leader of a group -----

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