**HANAKO SATO**

123 Nihonbashi Chuo-ku Tokyo 100-0000

Phone: (+81)-90-1234-5678

Email: hanako-sato@manpower.ne.jp

**OBJECTIVE**

Seeking a Public Relations position which will require my communication skills and media relations expertise to help accomplish the company’s business goals.

**QUALIFICATIONS**

・Over 10 years of extensive experience in PR.

・Experienced in creating press releases, arranging media interviews, and publishing corporate magazines.

・Capable of translating company publications from English to Japanese.

・Excellent communication skills in oral and written Japanese and English.

・Advanced user of MS Word, Excel, Access and PowerPoint.

**WORK EXPERIENCE**

2006 - present

XYZ International Co., Ltd. Tokyo

Public Relations

・Develop and implement PR strategies.

・Build and maintain relationships with the media.

・Create and distribute Japanese press releases.

・Write and edit Japanese documents such as corporate magazines, annual reports and case studies.

・Handle inquiries from the public, the press and other organizations.

・Translate company publications issued by the U.S. headquarters into Japanese.

・Serve as an interpreter and attend to visiting executives from the U.S. headquarters.

**EDUCATION**

B.A. in Marketing, Japan Management University - Tokyo, Japan 2006