**HANAKO SATO**

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**OBJECTIVE**

A professional seeking a position in a growing firm to utilize sales, recruitment and customer service experience as well as bilingual capabilities and contribute to business growth.

**PROFESSIONAL SKILLS**

**Sales / Business Development**

Conduct cold calling, generation and nurturing of leads, customer negotiations and sales presentations. Sell IT consulting services to clients based domestically in Japan as well as those located in Asia and Europe. Set sales record, exceed quotas and increased sales from 2 million JPY to 5 million JPY a year.

**Recruitment**

Conducted sourcing, screening, interviewing and placement of candidates particularly in the field of IT and engineering for entry-level up to managerial level positions.

**Customer Service**

Served as an IT vendor representative and established and maintained good relationships with over 50 clients. Provided excellent level of service and followed through to ensure that client issues and complained are resolved promptly and effectively.

**Computer Skills**

* Advanced user of MS Office programs (Word, Excel, Access and PowerPoint)
* Proficient in the use of Salesforce

**EMPLOYMENT HISTORY**

January 2013 - Present Sales Executive XYZ Consulting - Tokyo, Japan

April 2008 - October 2012 Recruitment Consultant ABC Recruitment - Tokyo, Japan

April 2003 - March 2008 Customer Service Representative AAA Services - Tokyo, Japan

**EDUCATION**

Japan Management University - Tokyo, Japan

B.S. in Business Management, April 1999 - March 2003