

Keiko Mott

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HIGHLIGHTS OF QUALIFICATIONS

- * 16 years of sales and marketing experience
- * Bilingual with a bicultural personal and professional history
- * Excellent business and personal communication skills
- * Strong human resources background
- * Reputation as organized, enthusiastic and creative

WORK EXPERIENCE (CANADA)

General Manager

ABC Computer Training Centre

2001 - 2012

Vancouver, B.C.

- Promoted training programs and solicited agencies to recruit students in Canada, Japan and Korea
- Collaborated on the development of curricula for a variety of business courses
- Instituted an international, multi-lingual advertising campaign for education programs both in Vancouver and abroad

Assistant Manager

British Columbia Language Institute

1998 - 2000

Vancouver, B.C.

- Recruited students in Canada and Japan through both agency and personal contacts
- Designed and published marketing materials

WORK EXPERIENCE (JAPAN)

People Corporation

Sales Manager

Tokyo, Japan

1993 - 1997

- Managed a strategic advertising sales team (8~24 members)
- Supervised training and team-management seminars
- Spearheaded sales promotions and established sales targets

Sales Representative

1991 - 1993

- Provided advice as a human resources consultant on recruitment and candidate selection
- Sold advertising space in employment magazines to corporate clients
- Managed two hundred client accounts and portfolios

Sales Assistant*Kanata Moore Corporation*

1989 - 1991

Tokyo, Japan

- Coordinated and placed factory orders from suppliers of printing material
- Organized client records and managed filing invoice system

OFFICE PROCEDURES AND SYSTEMS

Microsoft Office, Adobe (Acrobat Pro, Photoshop, Illustrator), Mac

Education and Training

- * Accounting I Diploma, Vancouver XYZ College, Vancouver, B.C. 1998
- * Business Management Certificate, ABC College, Vancouver, B.C. 1997
- * BA English Literature, Keiko University, Tokyo, Japan 1989

References available upon request