

Nana Tamura

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Objective: To learn and gain valuable work experience in the hospitality and tourism industry.

Certification and Skills:

- Languages: Fluent **English**, **Japanese**, and the basics in French.
- SERVING IT RIGHT.
- WHMIS (Workplace Hazardous Materials Information System).
- FOODSAFE Level 1 and FOODSAFE Level 2.
- Completed St. John's Ambulance Level A CPR training
- Completed National Coaching Certification Program Part A
- Computer skills:
 - Microsoft Word, Microsoft Excel, Microsoft PowerPoint
 - Basic web page design and HTML, Macromedia Flash, Dreamweaver, Paint
 - 70 words per minute

Education:

- Burnaby Mountain Secondary School – Burnaby 2002 – 2007 (Graduated)
 - Hospitality and Tourism
- Vancouver Japanese School – Vancouver 1994 – 2005 (Graduated)
- Douglas College – New Westminster 2008 – Current
 - Business Management Diploma

Work Experience:

Fido Solutions Inc. – Lougheed Town Center, Burnaby August 2007 – Current
Sales Associate / Customer Service

- Sign customers to contracts, product knowledge, mailbags, after sales servicing, receiving order, handled large amounts of cash and run deposits.

Mimosa Accessories – Lougheed Town Center, Burnaby September 2006 – May 2007
Sales Associate

- Merchandising, received and transfer orders, and quota based bonuses.

Executive Plaza Coquitlam – Burnaby / Coquitlam March 2007
Front Desk, Sales and Marketing

- Administrative work, greet customers and took bookings for the hotel.

Lululemon – Downtown, Vancouver June 2006 (Seasonal)
Sales Associate

- Sales, and educated customers to help choose the right fit.

McDonald's – Lougheed Town Center, Burnaby September 2004 – February 2006
Cashier, Kitchen, Lobby

- Cleaned up the restaurant, cash, replenish stock, and worked cooperatively with large amounts of workers.

Playland White Spot Triple O's – Hastings, Vancouver August 2004 – 2006 (Fair time)
Cashier, Food and Beverages

- Worked under pressure in a fast pace environment, and kept the area clean at all times.