As of January 1st, 20XX

**Last name Sur name**

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# **SUMMARY**

My career began with D Ltd. as a management consultant and I successfully completed projects such as strategy management consulting for manufacturing company. Fully utilizing the key skills I fostered from my consultant experience, I have been supporting automotive company, SCM package vendor in terms of supply chain management field for 27 years and obtained deep understanding about software industry.

# **QUALIFICATIONS**

* Goal-oriented, self-starting professional with over 10 years’ experience in software, automotive and consulting companies
* Deep understanding about supply change management and experienced in ameliorating SCM system.
* Proven ability to demonstrate performance for sales execution, business strategy planning as well as systems implementation under global environment
* Possess interpersonal communication skills in both Japanese and English

# **WORK EXPERIENCE**

**A Ltd. (Feb. 2007 to Present)**

**Tokyo, JAPAN**

***Regional Program Manager***

**-Nov. 2010 - Present**

* Developed Microsoft Japan operational strategies for the marketing programs collaboratively working with the company’s relevant departments such as Marketing, Customer Service, Legal, Accounting, IT, as well as either the Global Program Manager at corporate headquarter in the US or Asia Pacific Operation Center in Singapore
* Responsible for the marketing programs operation management in a comprehensive manner
* Improved end-to-end customer experiences of the marketing programs, and conducted those operational cost reduction and improvement plans continuously
* Managed call center vendor who is responsible for responding to customers inquiries, escalations and claims of the marketing programs. Approx. 50 people were involved for those programs

***Solution Specialist***

**-Feb. 2007 to Oct. 2010**

* Developed Microsoft solution strategy toward Japanese automotive industry collaboratively working with the company’s corporate headquarter in the US
* Led pre-sales activities towards Japanese automotive industries and achieved sales budget (Approx. 7 billion JPY/year)
* Acted as Project Management Office for the next generation Computer Graphics Technology and Color Management System collaborating with Microsoft Research and one of the biggest car manufacturers to apply car design process. The outcome was employed in Windows Vista products

**B Corp. (Jan. 2005 to Jan. 2007)**

**Tokyo, JAPAN**

***Manager, Consulting Group***

**-Jan. 2005 to Jan. 2007**

* Acted as one of the start-up member of the company, and localized its software products collaboratively working with the corporate headquarter in the US
* Led various projects not only for Japanese companies but also for overseas affiliated companies in Malaysia, Republic of China, Thailand and Greater China
* Experienced various industries i.e. Automotive manufactures, Computer manufacturer, Industrial Equipment Manufacture, Transportation Company etc.

**C Ltd. (Sep. 2003 to Dec. 2005)**

**Toyko, JAPAN**

***Production Controller, Production Department***

**-Sep. 2003 to Dec. 2005**

* Acted as a Production Controller for an Axel machine factory to execute following; 1) Creation of production plan, 2) Control progress by production line, 3) Control materials from sub-contractors i.e. Ordering, Receipt and Inspection, 4) Axle machine parts shipping control toward other works
* Led production planning process automation project and reduced planning effort
* Controlled parts logistics cost vs. budget (Approx. 2 billion JPY/year), and developed cost reduction plan and its implementation

**D Ltd. (Apr. 2000 to July. 2003)**

**Tokyo, JAPAN**

***Senior Consultants, Manufacturing Management Consulting Group***

**-Apr. 2000 to July. 2003**

* Implemented Strategic Management by Objective to exclusive goods trading company
* Developed MIS long-term plan for foreign semiconductor equipment manufacturer
* Built a company-wide accounting information system for foreign pharmaceutical manufacture

## **EDUCATION**

* **XX University, School of Science and Engineering (Apr. 1996 - Mar 2000)**

-Bachelor of Engineering in Materials Engineering

## **LANGUAGE**

* **English: Fluent (TOEIC 800)**
* **Chinese: Intermediate (HSK 4)**
* **German: Basic**

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