

Hanako Aegis

ADDRESS: 7F New Otani Garden Court, Kioicho 4-1, Chiyoda-ku, Tokyo 102-0094 Japan

PHONE NUMBER: 03-5213-6327 / EMAIL: Hanako-Aegis@employment.com

OBJECTIVE

Seeking a senior project management position in IT field to gain experience within the industry.

WORK EXPERIENCE

January 2000 to Current Aegis IT Japan Co., Ltd.

Position: Project Manager

- Manage, coordinate and complete strict deadlines to ensure project completion.
- Held and managed weekly meetings to promote efficient working environment.
- Motivate and mentor a team of 100.

April 1995 to December 1999 Aegis IT Singapore Co., Ltd.

Position: Implementation Manager

- Served as client manager to implement client-server billing and customer care solutions.
- Managed 10 to 15 technical resources as well as authored statement of work.
- Tracked software customization, defects and issues.

EDUCATION

1991-1995 BS in Computer Science, UNIVERSITY OF AEGIS JAPAN

SKILLS & QUALIFICATIONS

Language: Native Japanese, Fluent in English (TOEIC800)

1997 Project Management Professional (PMP)

1998 Certified through Project Management Institute (PMI)

COMPUTER SKILLS

Microsoft Excel, Outlook, PowerPoint, Word, Project, Cisco WebEx; CutePDF; Adobe Acrobat.

PERSONAL

Hobbies: Tennis, Movies and Fishing.

REFERENCES

References and letters of recommendation available on request.