

Shoko Takahashi

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EXPERIENCE

Sud Forno, Toronto, Canada — *Job Title*

September 2021 - PRESENT

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Vivo daily stand, Tokyo, Japan — *Bartender*

November 2020- August 2021

- Served bar and restaurant patrons ordered drinks, including beer, wine, liquors, and mixed beverages
- Kept the bar area safe, clean, and well-stocked throughout each working shift
- Performed daily inventory and weekly product and supply orders

Ninetails Coffee Bar, Toronto, Canada — *Manager*

October 2019 - October 2020

- Supervised cafe staff and prepared daily work schedules
- Ensure that food was prepared in accordance with industry safety standards
- Tracked weekly and monthly revenue and prepared quarterly financial reports
- Ordered food supplies and tracked cafe inventory to avoid shortages

Gear Co., Ltd, Tokyo, Japan — *Mobile repair technician*

November 2018 - October 2019

- Meet with customers to determine the problem with the phone probable causes and type of repair needed
- Perform body repairs such as repairing a cracked or scratched screen or replacing buttons on keypad
- Give a written invoice of repair parts needed and estimate of cost to customer and get signatures where needed
- Offer customers mobile insurance and protection plans for future repairs on the phone

Team Takahashi Co., Ltd, Tokyo, Japan — *Ceo*

April 2017 - October 2021

- Shop Manager at company store
- Managed shelf stocking and pricing activities
- Investigated and resolved customer complaints
- Managed part-time staff's work schedule and supervised part-time staff's conduct

Thor Espresso Bar & Odin, Toronto,Canada— *Manager*

August 2016 - January 2017

- Making all coffee beverages
- Milk techniques including latte art
- Espresso machine maintenance
- Cafe opening and closing,took orders from customers and cashier
- Greeted patrons and answered questions regarding the menu
- Handled inventory and stocks and reviewed merchandize movement

Fresh Burger, Toronto,Canada— *Cashier*

August 2016 - January 2017

- Took orders from customers and cashier
- Making hamburger and prepared ingredients for cooking, including portioning, chopping, and storing food

Royal Care Pharmacy, Toronto,Canada— *Internship*

April 2016 - Jun 2016

- Conduct inventory and maintain the stock room.
- Prepare prescriptions

Shutokentatemonokanri Co., Ltd, Tokyo,Japan— *Accountant*

September 2013 - September 2015

- Condominium Management,Offered to sell condominiums
- Was in charge of accountancy
- Worked in coordination with other departments to ensure that customers got quality service and satisfaction

EDUCATION

School Name, Location — *Degree*

MONTH 20XX - MONTH 20XX

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Meiji University, Kawasaki-shi,Japan — *Bachelor*

April 2005 - March 2010

Science and Technology in Applied Chemistry.

PROJECTS

Project Name — *Detail*

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