# Mayu Takazawa

(080)-1264-0196 mayutakazawa99@gmail.com

mayu.takazawa@temple.edu 5-25-26 Daita, Setagaya, Tokyo 1550033

## **OBJECTIVE**

A contributive and productive Communication studies student at Temple University with high potential language skills, and highly developed organization and teamwork skills. Seeking an internship/full-time position, where there are many opportunities to contribute to a team, for the means of improving the company through organization, thoughtful additions and fantastic customer communications. With an ultimate goal of self-improvement by being part of one of the best teams and achieving the company's vision.

## HIGHLIGHTS OF CORE SKILLS & QUALIFICATIONS:

- Five months of experience in the position of server and kitchen support where multi-tasking skills, observational skills and meeting customers' needs were established.
- Strong teamwork skills and sensing the situation from playing basketball and being a captain as well as a leader for more than 14 years.
- Moved to Canada for 3 years and immersed in a different culture, learning many skills and demonstrating adaptability.
- Enthusiastic, hardworking, organized and supportive class president experience from Elementary school to High school; which was demonstrated through providing creative problem solutions and helping other students and classmates.
- Highly developed leadership and followership skills exemplified through my actions in club activities and school group activities.
- Proficient in English (writing and speaking) and fluent in Japanese (writing, reading, and speaking).
- Competent certifications in Smart Serve, Sanitation, 4 Seasons of Reconciliation and Emergency First Aid & CPR level, TICO Certificate, and TOEIC 875 score.
- JOC Jr. Olympic swimming meet

## **EDUCATION:**

## **Hospitality and Tourism Management Diploma**

George Brown College, Toronto, ON

- Relevant Classes Include:
  - o Service Excellence

Graduated April 2021

- o Hospitality Accounting
- o Human Resources Management
- o Hotel Lodging
- o Leading, Following & Speaking with Confidence
- o Career Preparation

### **Communication Studies (production truck)**

Temple University Japan Campus

- Graduating Fall 2024
  - Relevant Classes Include: Media analysis
    - ivicata analysis
    - Journalism Research
    - o English reading and writing
    - o Communication and Public life
    - o Communication Seminar
    - Media Production

## **RELEVANT EXPERIENCE:-**

#### **Restaurant waitress**

Restaurant Pukuichi – Tokyo, Japan

September 2017 – January 2018

- Gained regular customers through excellent and friendly customer service.
- Contributed to the creation of an atmosphere where everyone could be motivated and do their best work.
- Prepared the restaurant for opening time and made sure everything was cleaned and organized before the restaurant opened.
- Cooperate, worked, and developed a good relationship with co-workers
- Developed respectful customer service.

### **Bridal catering company**

Job staffing – Tokyo, Japan

February 2018 – May 2018

- Observing the needs of customers and efficiently meeting those needs.
- Moving heavy objects.
- Contributing to the team to create the best wedding party and help people have a wonderful memorial experience.

#### IT

AI Tokyo - Tokyo, Japan

- Helping with development of their websites
- Fixing bugs on the OS system

## **Internet Company**

## GMO Brand Security - Tokyo, Japan

- supporting procedures for new application
- registration and recapture for trademark infringement and domain name misuse

## **UNICEF** gathering donations

The Japan Committee for UNICEF – Tokyo, Japan

*April* 2015

**AI Tokyo Co.** – Tokyo, Japan

*May 2022* 

## **INTERESTS:**

• Learning different cultures

- Exploring new destinations
- Planning travel schedule
- Photography
- Film and Editing
- Programming/coding