

Miho Takano

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Education

SOPHIA UNIVERSITY – Tokyo, JAPAN

April 2013 – September 2017 (Expected)

- *Candidate for Bachelor of Arts – Department of History*
- *Major: Gender studies, Women issues in South Asia, Islamic History and Culture, Religion in India*
- *Foreign language curriculum: English, German, Arabic, Persian, Khmer, and Hindi*

SHOEI GIRLS' HIGH SCHOOL – Tokyo, JAPAN

April 2010 – March 2013

- *High School Diploma*
 - *Foreign language curriculum: English*
 - *Member of Cheerleading Club and attended several volunteer programs for minority in Philippines*
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Internship Experience

INTERNATIONAL NGO KAMONOHASHI PROJECT – Siem Reap, CAMBODIA

April – September 2015

- *Assistant of Sales and Marketing Officer*
- *Completed making business result at the sales department*
- *Guiding for visitor at the factory*

AGENCY FOR CULTURAL AFFAIRS – Tokyo, JAPAN

26th August – 20th September 2014

- *Assistant for Art and Craft Division*
 - *Completed making documents for registration of cultural property*
 - *Participated in the reference of musical educators*
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Employment Experience

STARBUCKS COFFEE (STARBUCKS COFFEE JAPAN CO., LTD) – TOKYO, JAPAN

September 2013 - Present

- *Barista*
- *Completed a trainee course*
- *Completed a coffee master course*

AZABU-JUBAN OZAKI (JAPANESE SUSHI RESTAURANT) – Tokyo, JAPAN

September 2015 – Present

- *Waitress*
- *Completed a trainee course*
- *Interpreter when foreign guests come*

PRIVATE TUTOR – TOKYO, JAPAN

September 2015 – Present

- *Teaching English and mathematics to a junior high school student*

BENESSE CORPORATION (BENESSE HOLDINGS, INC) – Tokyo, JAPAN

April 2013 – March 2015

- *Tutor for junior and senior high school students*
- *Completed a trainee course*
- *Gave lectures to students*

SEIBU SHIBUYA (SOGO & SEIBU CO., LTD) – TOKYO, JAPAN

March – April 2014

- *Exhibition Assistant*
 - *Guiding guests*
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Volunteer Experience

RECEPTION AT APOSTOLIC NUNCIATURE – TOKYO, JAPAN

20th April 2016

- *Serving food and drink*
- *Cloak*
- *Guiding for guests*

GLOBAL GIRL'S COLLECTION – TOKYO, JAPAN

29th November 2014

- *Attendant and Model*
- *Presenting the Arabic traditional clothes; abaya and jalabeeya for the international visitors*

MUSICAL EDUCATOR TRAINING OF AGENCY FOR CULTURAL AFFAIRS – Tokyo, JAPAN

16th – 19th August 2014

- *Assistant Manager*

ASSOCIATION OF CHRISTIAN SCHOOLS IN JAPAN– Tokyo, JAPAN

April – September 2014

- *Assistant Manager*

HEALTH ASSISTNACE AND NEIGHBORHOOD DEVELOPMENT SUPPORT – Yokohama, JAPAN

July – August 2009

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- *Assistant Staff*
 - *Made post-cards to promote and increase donations for children of the aborigines in Philippines*

Association Experience

JAPAN GCC ASSOCIATION OF STUDENTS– Tokyo, JAPAN

September 2014 – March 2016

- *President (April 2015 – March 2016)*
 - *Promoted Japanese culture to gulf countries' students*
 - *Visited gulf countries to have a conference between Japanese and gulf students*
 - *Visited companies to get to know to work in gulf countries*
 - *Visited Japanese school in Abu Dhabi*
 - *Visited Japanese embassy in Abu Dhabi*
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Certificate And Honours

COMPUTER SKILLS

- Microsoft word, PowerPoint, Excel

LANGUAGE SKILLS

- *English – TOEIC810, 2nd degree in TEP*

HONOURS

- RAKUTEN Global Scholars - March 2015
-Received scholarship for internship at NGO in Cambodia for 6 months
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REFERENCES

Available upon request