



## Sample Résumé - International Student

### Yukiko Matsumoto

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**OBJECTIVE** Internship in Travel/Tourism

### QUALIFICATIONS

- Organized and efficient
- Friendly and outgoing
- Experienced in customer service
- Computer skills (Word, Excel, Access, PowerPoint)
- Bilingual - Japanese and English

### EDUCATION

*Edmonds Community College, Lynnwood, WA* March 2001  
Associate of Technical Arts, Travel/Tourism

Skills learned: Making reservations using Apollo, travel sales, cruise management, keyboarding, and knowledge of travel geography

Received "Most Outgoing Student" award in English as a Second Language class

*Santa Monica College, Los Angeles, CA* Winter 98-Spring 99  
Studies included: Geography, English, Spanish, MS Office

### EXPERIENCE

*Japanese Tutor, Learning Support Center*  
Edmonds Community College, Lynnwood, WA 1999-2001  
Served as tutor for students taking Japanese classes.

*Waitress, Kyoto, Japan* 1995-1997  
Worked as a waitress for five restaurants in Japan.

### VOLUNTEER EXPERIENCE

*Ambassador, Edmonds Community College, Lynnwood, WA* 1999-2001

Organized activities during Welcome Orientation Week for new students. Trained new volunteers how to be facilitators.