



THE CAREER CATALYST



NAME

City, State zip | phone | email
LinkedIn

SUMMARY OF QUALIFICATIONS

- Energetic higher education professional with a commitment to inclusive excellence
 - Dedicated team member with strong communication skills, demonstrated by time teaching children and adults
 - Experienced in motivating people and building morale
 - Proven ability to make decisions in a fast-paced environment
 - Flexible and adaptable, as shown by international living experience
 - Languages: conversational spoken Japanese; basic spoken and written Spanish
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PROFESSIONAL EXPERIENCE

JAPAN EXCHANGE & TEACHING (JET) PROGRAM, Takayama, Gifu Prefecture, Japan

Assistant Language Teacher

Mon Year – Mon Year

- Co-taught English language classes to junior high and high school students, resulting in self-reported higher degree of comfort in speaking to foreigners
- Demonstrated ways to internationalize students, and provide them with foreign cultural experience to junior high and high school English language teachers
- Created cross-cultural understanding through classroom communication, games, and activities
- Oversaw after-school English language club, giving students the chance to practice their classroom learning in a real-life setting
- Provided translation work for the government

CITY OF TAKAYAMA, Gifu, Japan

Private Language Instructor

Mon Year – Mon Year

- Taught a group of about 15 adults basic English conversation through the city's education offices
- Wrote and disseminated questionnaire to determine students' needs
- Created curriculum based on questionnaire results and overall skill level of the group
- Provided interactive feedback to class participants to improve their pronunciation skills
- Conducted cross-culture nights, with cooking demonstrations, history lessons, and games

PROFESSIONAL EXPERIENCE, CONTINUED

COLBY COLLEGE OFFICE OF FINANCIAL AID

Student Staff Member

Mon Year – Mon Year

- Assisted students who called or came to the office with financial aid questions or concerns
- Co-wrote and delivered a financial aid workshop for first-generation college students and their families
- Demonstrated patience and knowledge in order to help individuals understand complex paperwork required to apply for aid
- Maintained GPA while working in busy professional office

EDUCATION / CERTIFICATION / TRAINING

COLBY COLLEGE, Waterville, Maine

Bachelor of Arts, English Literature; Minor: Asian Studies

year

Relevant coursework:

- Multicultural Communication in the 21st Century
- Youth, Equity, and the Law
- Intercultural Perspectives: Social Justice in the US
- From the Bard to the Board: Communicating Effectively in Speech and Writing

PROFESSIONAL AFFILIATIONS

NEW YORK JET ALUMNI ASSOCIATION

Treasurer

Year – Year

- Keep the books for local nonprofit that serves the Japan Exchange & Teaching alumni community
- Manage membership renewals and drives
- Disbursed funds for events and kept clean records of finances
- Co-created fundraising campaign that resulted in double the previous year's revenue

THE JAPAN AMERICA SOCIETY, New York chapter

Member

Year – Year

- Participate in cross-cultural events, including annual summer kite festival
- Help organize film festivals to increase public awareness of Japanese cinema
- Attend weekly sponsored lunch-and-learn events centered on strengthening US-Japan connections