

# Jason Grant

📍 Kita-ward, Tokyo, 115-0045 (JP)

✉️ jeisensei@gmail.com

☎️ 09058239276

## Professional Summary

Innovative and forward-thinking professional who wants to break into the technology field.

Motivated to study by myself to learn what I need to do to get any job done.

## Employment History

### Curriculum Team / Scheduler , Alpros. Shinjuku, Tokyo

Dec. 2022 - Present

- Prepare course materials such as syllabi, homework assignments, and handouts.
- Plan, evaluate, and revise curricula, course content, course materials, and methods of instruction.
- Evaluate and grade students' class work, assignments, and papers.
- Perform administrative duties such as serving as department head.
- Select and obtain materials and supplies such as textbooks.

### Instructor, Pacific Language School. Suginami-ward, Tokyo

Apr. 2019 - Dec. 2022

- Prepare course materials such as syllabi, homework assignments, and handouts.
- Initiate, facilitate, and moderate classroom discussions.
- Maintain regularly scheduled office hours to advise and assist students.
- Maintain student attendance records, grades, and other required records.

### HR Manager, Borderlink. Saitama, Saitama

Apr. 2013 - Mar. 2019

- Conduct or arrange for ongoing technical training and personal development classes for staff members.



## Skills

Japanese Language

HTML

CSS

Javascript

MS Office

- Evaluate instructor performance and the effectiveness of training programs, providing recommendations for improvement.
- Develop testing and evaluation procedures.
- Conduct orientation sessions and arrange on-the-job training for new hires.
- Plan, develop, and provide training and staff development programs, using knowledge of the effectiveness of methods such as classroom training, demonstrations, on-the-job training, meetings, conferences, and workshops.

## **Education**

**University of Maine, Orono, Maine**

Bachelor of Science, Physics, Mar. 2001