**Jason A. Grant**

Kita Ward | Tokyo, Japan | +81-90-5823-9276

EMPLOYMENT HISTORY

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| **Head of Scheduling / Educator** | **Tokyo, Japan** |
| Alpros, Inc. | *April 2019 – Present* |

Worked to create course materials such as syllabi, homework assignments and handouts for all of the teachers in the school. Coordinated between the teachers and students to produce effective teaching schedules and timelines for both group classes and private lessons. Taught English test skills along with math.

*Major Accomplishments*

* Produced effective materials for group lessons in a timely manner so teacher can efficiently teach their students every month.
* Scheduled private lessons quickly so that all students were able to get the lessons they needed.

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| **HR Manager** | **Tokyo / Saitama, Japan** |
| Borderlink, Inc. | *April 2013 – March 2019* |

Worked as a member, and leader, of the HR team. Hired and educated prospective teachers both within Japan and overseas. Trained Japanese and foreign teachers how to best teach English to various age groups.

*Major Accomplishment*

* Prepared and took the lead role in a yearly training seminar for foreign teachers.
* Hired over 100 teachers yearly, both from overseas and within Japan.

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| **Japanese to English Translation** | **Japan** |
| Freelance | *April 2010 – Present* |

Worked directly with his clients to translate in such fields as: science, math, entertainment (books, manga, movies), and official documents.

*Major Accomplishment*

* Translated 3 books that were later published (one by me and 2 by a different company).

EDUCATION HISTORY

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| University of Maine Bachelor of Science in Physics | **Orono, Maine, US**  *9/1997 – 3/2001* |