



# LEE CARR

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## Summary

Knowledgeable and available Substitute Teacher ready to share my knowledge. Expert in working with students and maintaining control of classrooms while keeping up with lesson plans. Dedicated to helping students through transitional periods.

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## Experience

### Japanese Teacher

09/2019 - 02/2020

International Language School for Children/Adults | Claremont, CA

- Lead multiple classes by creating course curriculum and lesson plans for children and adults.
- Tutored 5 students per week before and after school to enhance their understanding of the Japanese language.

### Bellman

09/2019 - 01/2020

Mission Inn Hotel & Spa | Riverside, CA

- Responded to guest concerns and requests and quickly handled issues.
- Greeted visitors pleasantly upon arrival and offered immediate assistance.
- Transferred suitcases, bags and other items from vehicles and main lobby to and from guest rooms.
- Maintained pristine condition of lobby at all times and removed trash and discarded items immediately.

### Administrative Assistant Intern

09/2015 - 08/2016

California State University San Bernardino | San Bernardino, CA

- Organized 100+ student files and spreadsheets containing study abroad applications, travel insurance, liability forms, class substitution forms, and applications to foreign universities.
  - Co-coordinated the first Education Abroad Expo by preparing a presentation for the Japanese Study Abroad Program.
  - Helped dozens of student go abroad by helping the students through the application process, analyzing their completed classes to suggest classes towards their major, and following up with students to keep them motivated to go abroad.
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## Education

### Bachelor of Arts: Criminal Justice

06/2016

California State University - San Bernardino | San Bernardino, CA

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## Skills

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|---------------------------------|--------------------|
| • Confidential Document Control | • Record Keeping   |
| • Project Management            | • Microsoft Office |
| • Student Services              | • Data Entry       |
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## Languages

English: Native

Japanese: Intermediate