

# Nicholas H. Mullenmeister

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## Education

### GUSTAVUS ADOLPHUS COLLEGE

BA degree in English (writing focus); BA degree in Japanese Studies. GPA 3.80  
Phi Beta Kappa; Sigma Tau Delta; 2014 Guild of St. Ansgar Honor Society; *magna cum laude*

St. Peter, MN

May 2014

### KANSAI GAIDAI UNIVERSITY

Study abroad coursework in Japanese language, history, and philosophy.

Hirakata-shi, Osaka Prefecture, Japan

August 2013 – December 2013

## Experience

### SELF-EMPLOYED

#### Private English Tutor

Remote Work

August 2020 – Present

Create individual 30-70-minute Skype lessons tailored toward the student's goals and abilities. Provide native, conversational English dialogue. Instruct in both English and Japanese. Lead the student to find correct answers. Provide the student with feedback regarding overall speaking fluency, proper pronunciation (/l/ and /r/ and /v/ in particular) English grammar, punctuation, verb tenses, countable and uncountable nouns, and appropriate usage of prepositions, articles, vocabulary, and verbs. Correct and give feedback on the student's essays and homework dealing with specific grammatical themes or prompts. Offer the student information about American culture, ideas, and current events and answer questions about various English nuance and conversational English.

### HI-NATIVE

#### TREK Teacher for Online Japanese Students

Remote Work

March 2020 – Present

Provide grammatical revisions of English sentences submitted by students. Translate various Japanese words and sentences for instruction in English nuance. Translate sentences provided by students from English to Japanese and from Japanese to English. Provide students with feedback regarding sentence structure, English grammar, punctuation, spelling, verb tenses, articles, natural English, relative pronouns, and appropriate uses of prepositions, vocabulary, and verbs. Answer student questions regarding personal feedback or questions of their choice dealing with English. Cover multiple Trek teachers while simultaneously managing my own students. Introduce new students to the program. Give advice dealing with appropriate business etiquette and language. Provide personally spoken audio recordings of natural English. Give feedback on proper English pronunciation and sounds. Explain how the task of the day relates to daily life and how the grammar can be used in daily life. Offer students information about American culture, ideas, and current events.

**MASUDA-SHI BOARD OF EDUCATION**

Masuda-shi, Shimane Prefecture, Japan

**Assistant Language Teacher for Japan Exchange and Teaching (JET) Program**

July 2014 – July 2017

Assisted with classes taught by Japanese foreign language teachers. Corrected daily homework and assignments. Prepared and organized supplementary teaching materials. Consistently provided new ideas for class improvement. Trained Japanese teachers of English. Instructed English language clubs and other extra-curricular activities. Translated teaching materials from Japanese to English. Taught Japanese students necessary pronunciation methods for successful English speech contests. Facilitated local international exchange and extracurricular activities. Managed secretarial work assigned by the board of education. Wrote, translated, and directed an elementary school play in English. Designed and organized creative materials showcasing U.S. history, customs, and culture, and English language tips on a designated bulletin board.

**GUSTAVUS ADOLPHUS COLLEGE**

St. Peter, MN

**Writing Tutor**

May 2013 – May 2014

Offered one-on-one peer tutoring to students in researching, writing, and citing papers, helping students develop stronger global structuring, synthesis and argumentation skills. Met once a week to collaborate with other writing tutors to help improve the quality of the Writing Center.

**KANSAI GAIDAI UNIVERSITY**

Hirakata-shi, Osaka Prefecture, Japan

**Writing Tutor**

September 2013 – December 2013

Provided tutoring in composition to Japanese ESL students, focusing on the development of compelling theses, cogent writing, and stronger argumentation skills; gave instruction regarding English sentence structure/variety, nuance, verb tense, prepositions, word form, punctuation, citation, spelling, and proper translation.

**GUSTAVUS ADOLPHUS COLLEGE – DEPARTMENT OF HUMANITIES**

St. Peter, MN

**Academic Assistant**

September 2012 – May 2014

Advertised upcoming events for the Humanities. Wrote articles and online advertisements for the Department of English. Designed and organized creative materials related to English events and literature on a bulletin board. Helped manage the Department of English webpage. Assisted faculty with copying and printing documents. Handled incoming and outgoing faculty mail. Took and directed phone calls and messages.

**GUSTAVUS ADOLPHUS COLLEGE – FOLKE BERNADOTTE MEMORIAL LIBRARY**

St. Peter, MN

**Audio Visual Library Assistant**

September 2011 – May 2012

Navigated the online MnPals library system to assist and direct students to audio visual equipment and materials. Returned visual equipment and materials to shelves. Managed general office duties, including computer assistance, media technical assistance, and book research.

## Leadership and Activities

### **OMEGA KAPPA FRATERNITY**

#### **Member**

St. Peter, MN  
September 2012 – May 2013

Hosted and organized a fall banquet, a Thanksgiving potluck, and a spring concert to raise money for African children in economically challenged communities. Helped a nearby nursing home with yardwork and general outdoor upkeep.

### **GUSTAVUS POUND PALS**

#### **Animal Shelter Volunteer**

St. Peter, MN  
September 2012 – May 2013

Tended and cared for dogs and cats in need of a loving home by allowing them regular exercise. Positively contributed to the shelter's adoption rate.

### **FEED MY STARVING CHILDREN**

#### **Volunteer**

St. Peter, MN  
September 2011 – May 2013

Maintained supply inventories in essential areas, and delivered, stocked, labeled, and stored supplies through assigned unit.

## Skills & Interests

**Technical:** Microsoft Office, Moodle (as a student), Photoshop, HTML, CSS, JavaScript

**Language:** English (native), Japanese (JLPT upper N3 or N2 level)

**Interests:** Reading and writing, piano, drawing, traveling, Japanese culture and language, classic video games, web development