**Stephanie Spears**

503-459-3847

Stephanie.Spears1@gmail.com

**Skill Set:** Excellent written and verbal communication skills

Experience working in different cultures

Proficiency in the Japanese language

Analytical thinking and research ability

Computer-literate with proficiency in a wide array of software

Highly organized and detail-oriented

Creative problem solver, able to adapt quickly to new situations

Work effectively as part of a team or independently

Learn quickly

Good sense of humor and positive attitude

Strong work ethic

**Education:** University of Oregon, graduate 6/11

Double Bachelor’s degrees in Humanities and Psychology with a minor in English

**Employment:** 2/12-Present. English Language Consultant. Kuzuha Language College. (Hirakata, Japan)

I worked as an overall English language consultant. Daily tasks included planning curriculum, teaching English lessons to classes of students, ranging from children to adults, and adjusting said curriculum based on student level and interest. Aside from teaching, I composed and edited formal documents and textbooks for various clients. After moving back to the States, I continued to work for KLC as a telecommuting project editor.

2/12-Present. Private English Instructor. (Osaka, Japan)

While Kuzuha College was my visa sponsor, the majority of my time was spent assisting private clients with various English language-related tasks. Tasks were unique to the client’s needs, and largely depended on the client’s profession. Activities ranged from Japanese-English translation, proofreading and helping form or understand informational articles, essays, scientific or medical studies, conference speeches, legal contracts, and professional correspondences between international colleagues. As with KLC, I continue to work from a distance with several private clients.

6/12-8/15. Private Company Class Instructor. (Osaka, Japan)

During this period I worked privately as a weekly company class instructor. Tasks were unique to the specific company and level of the class, but generally involved leading workshops on professional writing, language or colloquialisms that they might hear overseas, and field-specific technical jargon. My most notable employers included the Kubota Corporation (a major tractor and heavy equipment manufacturer), Archroma (a Swiss-based textiles company), Panasonic (specifically the lighting technologies department), and Nissen Foods (the company responsible for instant ramen).

6/14-4/15. Teacher. YMCA International. (Osaka, Japan)

I worked as a part-time dispatch English teacher, traveling to several private elementary schools for weekly lessons, as well as coordinating and hosting special holiday events.

2/12-6/14. Teacher. Kinder Kids International. (Osaka, Japan)

I worked as a Saturday school English instructor, teaching groups of children in an English immersion environment. Activities included language games, vocabulary building, grammar correction, and general speaking/listening development.

8/11-1/12. Teacher. Busy Bee Academy.

I worked as a preschool instructor; daily activities included playing learning games, supervising children, and managing classroom behavior.

6/11-9/11. Research Assistant. Scott T. Bailey, Attorney at Law.

This was a brief summer internship position in which I assisted with researching, organizing, and summarizing medical evidence in support of medical disability claims.

11/09-6/11. English Tutor. American English Institute.

I worked as a tutor to non-native English speakers at the University

of Oregon. I assisted with group learning as well as individual tutoring.

5/05-8/05. Office Assistant. D. Ron Gerber, Attorney at Law.

I conducted general office work, payroll, typing, and archiving. This was a temporary summer position.

**References:** Hiroshi Nakai, KLC School Manager

(080) 4705-5413 (International Line)

KuzuhaLanguageCollege@gmail.com

Georgette Austin, Busy Bee Academy Manager

(541) 689-2770

Debby Todd, Law Office Manager

(541) 997-3165

Scott T. Bailey, Attorney at Law

(541) 902-2000