

# MICHAEL CULHANE MARRE

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## EDUCATION

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### OREGON STATE UNIVERSITY | School of Liberal Arts

Bachelors of Science, Liberal Studies, 2007

### PORTLAND COMMUNITY COLLEGE | School of Business

Certificate, Account Clerk, 2013

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## PROFESSIONAL EXPERIENCE

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### ENGLISH INSTRUCTOR | Medai Sky Group LLC

*April 2009- September 2013 | Nagoya, Japan*

- Work with a staff of 20 to provide English language services to a growing client base of over 2000
- Collaborate with a team of Japanese and foreign staff members to create new curriculum used by over 2000 clients
- Use grassroots marketing, product trials, and recruitment events to increase the numbers of clients by 500 over a four year period
- Assist with staff management including the hiring process, training new staff members, and leading team meetings

### ENGLISH CONSULTANT (PART-TIME) | Self-Employed

*December 2009- September 2013 | Nagoya, Japan*

- Review documents to ensure that the customers requirements for natural and grammatically appropriate English are met
- Create a customized curriculum tailored to the client's needs ranging from business English to college exam preparation
- Build a strong working relationship with each client that makes them want to continue using the service

### HIGH END RESTAURANT SERVER | Le Pain Quotidien

*October 2007- December 2009 | New York, New York*

- Provide the highest quality of customer service while maintaining poise in a busy and unpredictable restaurant environment
- Handle cash, credit and other sensitive transactions with a high degree of accuracy
- Have and extensive knowledge of the products and operations of the restaurant

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## SKILLS

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- Proficiency using Microsoft Word, PowerPoint, Excel
- A strong knowledge of QuickBooks and other accounting software
- The Capacity to Plan, Organize and Prioritize Work
- Ability to Verbally Communicate with Persons Inside and Outside the Organization
- Ability to Analyze Quantitative Data
- Conversant in Japanese (JLPT Level 4 Certification)