**NIKKI MYORAKU**

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**EDUCATION**

Lewis and Clark College, Portland, OR 97219

* 2008 – 2012 (B.A., summa cum laude)
* Majors: History, Art History
* Cumulative GPA: 3.946
* Dean's List, Fall 2008 – Spring 2012

Menlo-Atherton High School, Atherton, CA 94027

* 2004 – 2008 (Received diploma)
* National Merit Commended Student, 2008
* AP Scholar with Honor, 2006 – 2007, 2007 – 2008

**RELEVANT SKILLS**

Computer Skills

* Adobe – Acrobat, Filemaker Pro, InDesign, PhotoShop
* Microsoft Office – Word (70+ WPM), Excel, PowerPoint, Outlook
* Internet – Google, LiveWhale, WordPress

**WORK EXPERIENCE**

Private Tutoring, Palo Alto, CA 94306

* Working one–on–one with a Japanese middle school student on English language skills, emphasis on reading, writing, and pronunciation
* September 2012 – present

Research and Editing Assistant, Menlo Park, CA 94025

* Assistant to Dr. Arnold Thackray – transcription, editing, and research on humanities–based book project
* June 2012 – present

Cheeky Monkey Toys, Menlo Park, CA 94025

* Sales associate – customer service, cashier, inventory, gift wrapping
* May 2012 – present

Menlo Park Community Services Department, Menlo Park, CA 94025

* Internship – researched and composed a community newsletter, developed interview protocol, interviewed Menlo Park employees and residents for a neighborhood profiling project, presented results to Community Services Department staff
* July – August (2012)

Art Department, Lewis & Clark College, Portland, OR 97219

* Office assistant – general receptionist duties, greet and direct visitors, answer phones, restock and maintain office space, electronic scheduling, filing, data entry, copy/scan, website maintenance, faculty assistant, create event flyers, assist with expense reports
* August 2011 – April 2012

English Department, Lewis & Clark College, Portland, OR 97219

* Office assistant – general receptionist duties, greet and direct visitors, answer phones, restock and maintain office space, website maintenance, electronic scheduling, filing, data entry, copy/scan, faculty assistant, create event flyers, assist with expense reports
* August 2010 – April 2012

History Department, Lewis & Clark College, Portland, OR 97219

* Office assistant – general receptionist duties, greet and direct visitors, answer phones, restock and maintain office space, website maintenance, electronic scheduling, filing, data entry, faculty assistant, create event flyers, assist with expense reports
* August 2010 – April 2012

Research Assistant, Lewis & Clark College, Portland, OR 97219

* Conducted academic research on seventeenth-century European travel accounts for Dr. Dawn Odell of the Art Department
* June – August (2011)

Academic English Studies Department, Lewis & Clark College, Portland, OR 97219

* Tutored non-native English speakers in reading and writing
* August 2010-April 2011

**VOLUNTEER EXPERIENCE**

Amber Butch Writing Services, Menlo Park, CA 94025

* Intern blogger – produce short pieces on writing, emphasis on college-level academic writing and ESL writing
* August 2013 – present

Peninsula Volunteers, Menlo Park, CA 94025

* Front desk – greeting visitors, answering phones, giving tours, maintaining tidy office environment
* May – July (2012)

Re-Member, Pine Ridge Reservation, SD 57752

* Working with the nonprofit Re-Member to construct and refurbish reservation housing
* May 2010

Alternative Spring Break: New Mexico, Lewis and Clark College, Portland, OR 97219

* Experienced firsthand the education system on reservations and interacted with Navajo and Zuni students on the LC Alternative Spring Break program to New Mexico
* March 20-27, 2010

Roosevelt Tutoring, Lewis and Clark College, Portland, OR 97219

* One-on-one tutoring with freshmen and sophomore students at Roosevelt High School in math, history, Spanish, and writing
* February – April (2010), October – December (2009)

Informal and Free Tutoring, Lewis and Clark College, Portland, OR 97219

* Working one-on-one with international and non-international students to improve their writing skills by proofreading papers for analytical content, grammar, and organization
* Fall 2009 – Spring 2010, Fall 2008 – Spring 2009

New Student Orientation, Lewis and Clark College, Portland, OR 97219

* Attended student leadership training/worked as a student leader, organized orientation activities, and answered questions for students and parents during orientation
* August 2009

SMART (Start Making A Reader Today), Lewis and Clark College, Portland, OR 97219

* Worked one-on-one with first- and second-graders to improve their reading skills by reading aloud to them, talking about books with them, and helping them read aloud
* October – December (2009)

Conversation Partner Program, Lewis and Clark College, Portland, OR 97219

* Led informal discussions between native and non-native English speakers to help non-native English speakers improve their conversation skills
* Fall 2008 – Spring 2009

**HONORS AND FELLOWSHIPS**

Dr. Robert B. Pamplin, Jr. Society of Fellows, Lewis & Clark College, Portland, OR 97219

* Undergraduate fellow, inducted October 24, 2009

SHEAR-Mellon Fellowship, Philadelphia, PA 19104

* Conducted research on American Indian captivity narratives at the American Philosophical Society, Historical Society of Pennsylvania, and Library Company of Philadelphia
* June 2011

**REFERENCES**

Dr. Arnold Thackray – email: arnold@thackray.org, phone: 650-566-1189

Dr. Dawn Odell – email: dvo@lclark.edu, phone: 503-768-7761

Alison Walcott – email: awalcott@lclark.edu, phone: 503-768-7390