

## Work Experience - USA

### Teaching Assistant (2016-2017)

*International Special Programs, PSU, Portland, OR*

- Tutored 1-3 students weekly to help them with the Intensive English Language Program at PSU.
- Aided students with grammar skills, writing ability, and general English language issues.
- Provided comprehensive feedback and detailed explanations during sessions and by email.

### Office Assistant (Spring 2017)

*International Special Programs, PSU, Portland, OR*

- Created a curriculum, lesson plan, and accompanying materials for a new elective course called “Intro to American Universities”
- Contacted (email, phone, text) teachers, host family, program coordinators, bus drivers, and other staff to maintain effective day-to-day coordination
- Assisted individual students with class anxiety, homesickness, and other health issues
- Drove the van for class excursions

### Program Assistant (2015 – 2017)

*International Special Programs, PSU, Portland, OR*

- Lead PSU campus tours and Portland city tours for visiting Japanese students
- Translated for Japanese students, address any student issues with culture shock, engage in casual conversation topics in simple English
- Acted as the head coordinator for 40 international students during trips to Seattle, Woodburn, and Multnomah Falls

### ESL Trainer (2013 – 2017)

*GoFluent, Portland, OR*

- Lead a variety of 90-minute workshops for business ESL (Phone communication/Job Interviews/Persuasive Communication/Business Presentations/Team management/etc.)
- Daily grammar, pronunciation, and vocab instruction for clients in Western Europe, Eastern Europe, South America, the Middle East and East Asia
- Give English diagnostic tests (upon request) for new employees at international companies.
- Approximately 30-40 private English lessons a week

### Graphic Design Intern (2012)

*PNW Tax School, Beaverton, OR*

- Front Desk Customer Support
- Edited 20 webcast/webinar videos for the Tax School
- Designed the website – front-end graphic design
- Responsible for the Tax School Weekly newsletter layout, content and graphic design
- Programmed in HTML and Java for weekly newsletters and company website

### Media Production Intern (2007)

*HatPost Media, Chicago, Illinois*

- Logged and captured B-roll footage and interview footage
- Drafted and edited video segments for corporate clients of HatPost
- Grip during freelance media shoots (NBC, PBS, Harpo Studios)

## Work Experience - Japan

### Junior High School English Teacher and Assistant English Teacher (2008 – 2011)

*Japanese Exchange and Teaching Program, Kamiichi, Toyama, Japan*

- Designed and implemented structured English grammar lessons for 7<sup>th</sup> – 9<sup>th</sup> grade students with around 15 classes each week
- Led special lessons about cultural differences, slang, useful expressions, American culture, etc.
- Created and graded English tests for age group
- Worked with students for the annual Toyama Junior High School Speech Competition
- Annual photographer (and participant) for Kamiichi Junior High School's Sports Day event
- Stored all lesson plans and worksheets on Google Drive for future ESL teachers in Kamiichi

### Elementary School English Teacher (2008 – 2011)

*Kamiichi Town Hall and Board of Education, Kamiichi School District*

- Designed and implemented fun and creative English lessons for 1<sup>st</sup>-6<sup>th</sup> grade students
- Created syllabi for the English courses at each of the six different elementary schools in Kamiichi
- Communicated with 30+ native teachers and around 800 students annually

### Community English Teacher (2008 – 2011)

*Kamiichi Town Hall and Board of Education, Kamiichi Library*

- Designed and implemented fun conversational English sessions for adults ages 18-80
- Used pronunciation pyramids, tongue twisters, trending news stories, pop culture videos, idioms, brain teasers, jeopardy, food recipes, and other English resources to lead engaging classes
- Organized American dinners and potlucks
- Participated in local Christmas and Halloween events led by members of the group class
- Promoted international events (The Wizard of Oz and Grease Toyama charity shows)

## Volunteer Experience

### English Teacher (Fall 2016)

*Madison High School, SUN Community ESL, Portland, OR*

- Taught a two weekly 2 hour beginner level adult ESL classes every M and W evening (8-20 students) for the MA TESOL practicum
- Created a curriculum for the course with 14 lesson plans and more than 20 usable materials
- Taught immigrants from the Middle East, South America, Central America, Asia, and Africa

### English Teacher (Winter and Spring 2016)

*Willow Creek Center, PCC, Beaverton, OR*

- Taught a weekly 3 hour beginner level adult ESL class every Saturday morning (25-40 students)
- Combined course materials with personalized lesson plans to focus on communicative competency skills

### IELP Tutor (2015 – 2016)

*IELP, PSU, Portland, OR*

- Tutor 1-3 students weekly to help them with the Intensive English Language Program at PSU.
- Aid students with grammar skills, writing ability, and general English language issues.
- Provide comprehensive feedback and detailed explanations during sessions and by email.

## **Education**

### **DePauw University, Indiana, 2004-2008**

- B.A. in East Asian Studies – Asian language, economics, religion and history
- Minor in Chinese – 6 years of Chinese academic study
- Minor in Communications and a Media Fellows Alum at DePauw University – PR, journalism and media ethics
- 3.41 Cumulative GPA

### **PSU University, Portland, 2015-2017 (expected)**

- M.A. TESOL – Teaching English as a Second Language
- 3.88 Cumulative GPA

## **Skills**

- Curriculum Design: Created three different curricula for ISP, IELP, and SUN
- University Prep: Conducted research on and worked with international students preparing for admissions to American universities
- Grammar Instruction: familiar with the inductive and deductive approach, excel in teaching appropriate level grammar to pre-literate and beginner learners of English
- CALL: Classroom technology, corpus data, classroom quiz apps, and coding skills with Java/C++/HTML