

JOU-AN CHEN



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SKILLS

- Detail oriented
- Team-player
- Strong with communication
- Comfortable in multicultural environment
- Problem solving and creation of multiple solutions.
- Understanding of how to collaborate with others, via English, Japanese, Korean and Mandarin.
- Microsoft Words
- Microsoft Excel
- Microsoft Power Point
- Japanese-English Translate experience
- Entrepreneurial attitude
- Fluent in Mandarin, English, Japanese
- Experienced in Korean

EDUCATION

University of Washington, Seattle, WA

Bachelor of Art – Japanese Linguistic, Expected June 2018

Relevant course work: Japanese – English translation, Japanese language culture, Japanese manner, Japanese literature reading, classic Japanese analyzing, research on culture difference between Japan, United State, China, Taiwan and Korea, Japanese communication skill.

Western Washington University, Bellingham, WA

Double Major in Accounting and Japanese, Until 2016 transfer to UW

Relevant course work:

Financial Statements: Income Statement, Balance sheet, Statement of Cash Flows, Statements of Shareholders' Equity

Managerial Reports: Cost Report, Budgets, Performance Reports,

Study Aboard

SeiKei University, Tokyo, Japan, Direct Exchange Student, September-October 2015

Study Japanese language and culture while enhancing knowledge of Asian literature, developed Japanese business language.

Demonstrate independence and adaptability in new and constantly changing environment.

Gaining knowledge in Japanese traditional culture : Japanese tea ceremony, skill to wear kimono properly

REVELANT EXPERIENCE

ASSISTANT, HEALTH & MELODY CLINIC, NEW TAIPEI CITY, TAIWAN
MAY 2011 – PRESENT (Family Company)

Process customer's purchases of medicines, report purchase data and provide effective customer services in a high volume through phone call and maintain website.

Using language skills mainly helps customers who only know Mandarin, Taiwanese, Japanese, Korean or English.

Arranged import/export documentation of medicines, entered data, and wrote and sent out a weekly email to the owner of the clinic.

Accounting, Japanese Student Association, Western Washington University, Bellingham, WA,

October 2015-June 2016

Officer meeting every week to planned the event for the coming up week meeting.

Made payment plan and applied for club finance.

Kept track of and report the club finance statements.

Worked with other officers to hold heritage dinner.



ADDITION EXPERIENCE

CASHIER, HMART, BELLEVUE, WA

MAY 2017 - PRESENT

Process customer's purchases, report cash statement and provide effective customer services in a high volume, fast pace environment.

Using language skills mainly helps customers who only know Mandarin, Japanese, Korean.

Received staff recognition award for working hard effort while attending college full time.

Japanese, Mandarin Tutor, Bellingham WA

January 2016 – September 2016

Taught basic language grammar and developed their language skill on reading, listening, writing and speaking.

Arranged study plans with parents and analyzed strength and weakness twice a month and constantly improved the study plan.

Met students twice a week in one-on-one setting to develop his or her basic Japanese or Mandarin language skills.

VOLUNTEER EXPERIENCE AND LEADERSHIP

Chinese Teacher Assistant, Tzu Chi Academy, Seattle, WA

September 2012 – June 2014

Led student completed their tasks

Helped instructors kept track of class pace

Met around 30 students per week in classroom setting assessed their Chinese language skills

Group Leader, Event coordinate, Shie Shin Academy – summer camp, TaiZhoong, Taiwan

August 2014 – September 2014, August 2016 – September 2016

Collaborated with other leaders and officers arranged the event before camp began

Responsible for a group of around 7 students for each week, living with them and taking care of them.

Observed students' behavior and held little group activities

Worked with students prepared for their final project that they were present at the last day of camp.