

PROFILE

A motivated young professional with diverse experiences in cultural exchange that has fostered a keen sense of adaptability, a strength in clear communication, and a hunger for learning and innovation.

EDUCATION

August 2011 – December 2015 UNIVERSITY OF NORTH CAROLINA at CHAPEL HILL

Bachelor of Arts, English – Minor in Japanese

April 2015 – August 2015 SOPHIA UNIVERSITY, TOKYO, JAPAN

Study Abroad - Japanese

June 2014 – July 2014

KANDA UNIVERSITY OF INTERNATIONAL STUDIES, CHIBA JAPAN

Study Abroad - Japanese

RELEVANT SKILLS

- **Analytical and Research:** experience and familiarity with MySQL, archival records, bibliographical work
- **Computer and Technical Literacy:** advanced competency with Excel, Git, Illustrator, JIRA, HTML, CSS, JavaScript, regex, MERN tech stack
- **Organization and Time Management:** detail-oriented, goal driven achiever that can manage multiple projects and schedules simultaneously
- **Communication and Interpersonal Ability:** an effective verbal and written communicator with strengths in building and maintaining relationships
- **Bilingual:** written and oral fluency in Japanese language

WORK EXPERIENCE

IXL Learning, Morrisville, NC: *June 2019–present*

Content Production Specialist

- Format site content using HTML tagging for neat and user-friendly navigation. Use Git to push code to update and maintain site content via a puTTY terminal. Analyze and organize data in GoogleSheets using concatenate, array, substitute, regex, and VLOOKUP formulas. Utilize project management tools, like JIRA, to keep work flowing and assess blockers or next steps. Image processing in Illustrator, Figma, and Inkscape, including SVG generation. Regularly write and maintain documentation on tools, processes, and project overviews for multiple teams to reference. QA content accuracy across teams.

Kinder Kids International School, Tokyo, Japan: *February 2017– March 2019*

English Teacher

- Wrote and implemented engaging lesson plans for an average class size of 20 students to facilitate English acquisition to first-time learners. Prepared and led creative activities, crafts, and games to focus on the development of fine motor, gross motor, written, and spoken fluency skills for children ranging from 1-10 years of age.

Maxim Healthcare Services, Raleigh, NC: *April 2012 – February 2017*

Habilitation Technician

- Implemented personalized habilitative goals for consumers across multiple spectrum of disabilities via 1:1 service, including facilitation of communication between consumers and the community, progress reporting, goal modification, and crisis management. CPR and First Aid certified.

UNC Gillings School of Global Public Health, Chapel Hill, NC: *September 2011 – May 2013*

Lab Assistant

- Prepped experiment equipment using documentation provided by the PI. Regularly cleaned and disposed of hazardous materials to maintain OSHA safety requirements. Assisted in the set-up of new work stations for research graduate students.

RESEARCH/VOLUNTEER /OTHER EXPERIENCE

- UNC and Japanese American Internment Relocation: Archival project co-editor and co-writer, *North Carolina Historical Review*, April 2019 issue
 - UNC Hospital Pediatric GI Transition Intern and GI Clinic Volunteer
 - ERIRA Radio-astronomy Research Program, UNC Chapel Hill
 - IMAGINE Non-Profit Organization Member – building wheelchair ramps for people with disabilities
 - Miracle League of the Triangle Volunteer – baseball buddy for disabled children
 - Raleigh Fine Arts Literary Contest Finalist
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