

# Marti Tammi McElreath

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## **CAREER EXPERIENCE**

### **UCLA Terasaki Center for Japanese Studies**

*Program Manager, Development, and Outreach (January 2015 – Present)*

- Responsible for development growth in Japan and the US, contract and grant solicitation and outreach and fundraising activities.
- Assists the Center Director in developing long-term academic plans for the Center and represent the Director with delegations of visitors from Japanese Universities, the International Institute, and administrators of other campus offices.
- Recruits and directs student workers/volunteers for events and work projects
- Manages and creates website content, including event announcements, reports, and news related to the Center and Japanese studies at UCLA.
- Coordinated and executed the UCLA Terasaki Center 25<sup>th</sup> Anniversary Gala, a fundraising event in which the Center succeeded in raising over \$360,000. This includes crafting invitations to potential and existing donors and press releases for the media, coordinating with event space managers and various vendors (catering, event rentals, musicians, performers, consultants, designers), contacting donors and managing RSVPs and table/ticket sales, and acting as Director of Events.
- Coordinated and operated the Global Japan Program, a week-long certificate program in which Japanese professionals participate in educational lectures and workshops at UCLA. This includes translating all materials between Japanese and English, corresponding with participants' host companies and universities, coordinating guest speakers and workshops, and guiding participants around Los Angeles.
- Acted as trip organizer, translator, and university advisor for a group of 45 graduate students from the UCLA Luskin School of Public Policy who traveled to Japan to learn about Japanese transportation and infrastructure.
- Serves as liaison to the Japanese Consulate, universities, community groups, other campus units, the media, and distinguished visitors of the Center.
- Advises on content for workshops, seminars, conferences, and other special events in conjunction with the Director.
- Designs flyers and a monthly newsletter promoting events hosted by the Center and related community groups.

### **Japan Exchange and Teaching (JET)**

*Coordinator for International Relations in Shichigahama, Miyagi Prefecture, Japan (August 2010 – August 2013)*

- Used networking and presentation skills to raise over ¥15,000,000 in donations from Japanese companies and organizations for disaster relief for the town of Shichigahama following the March 11, 2011 Great East Japan Earthquake.
- Provided disaster relief and support immediately following the Great East Japan Earthquake, including living onsite in an evacuation center, responding to refugee concerns and requests, connecting refugees with concerned family members and friends, organizing evacuation center living spaces, planning morale-building events, and general facility cleaning and maintenance.
- Made presentations in both Japanese and English on event proposals, internationalization, Japanese linguistics, cross-cultural exchange, and disaster preparedness and recovery.
- Acted as general translator and interpreter for the town of Shichigahama, often attending official government meetings and completing last-minute translation projects that ranged from grant requests to on-site speech interpretation.
- Personally selected town texts for translation and localization that would provide visitors with the best possible knowledge about local culture and history, as well as draw in greater attention from companies and organizations that could provide disaster relief.
- Successfully planned and organized various cooking classes and holiday parties through the Shichigahama International Organization, including using personal connections and visiting community gathering places to recruit hosts, volunteers, and participants.
- Exchanged daily e-mails in English and Japanese with government officials in Plymouth, MA and Shichigahama, Japan concerning visiting delegations, the allocation of disaster relief funds, and student exchanges.
- Provided administrative support for all international projects headed by the International Division and performed general receptionist and clerical duties, including printing, faxing, copying, and mailing.

### **EDUCATION    University of California at Santa Barbara, Santa Barbara, CA (Fall 2006 – May 2010)**

- Bachelor of Arts with Honors in Linguistics and East Asian Studies

- Cumulative GPA 3.98/4.0

**Pusan National University International Language Institute**, Busan, South Korea (*August 2013 – August 2014*)

- Certification up to Level 6 (Highest Level) in Korean

### ***VOLUNTEER EXPERIENCE***

#### **Didi Hirsch Suicide Prevention Center**

*Crisis Counselor (March 2019 – Present)*

- Provides non-judgmental confidential support, crisis intervention, suicide prevention, and disaster distress support for those in emotional distress.
- Accurately and efficiently documents all client interactions.
- Utilizes telephone and/or web chat to interact with clients.
- Completed Applied Suicide Intervention Skills Training (ASIST), Just In Time Disaster Training, and Psychological First Aid.

#### **GrowGood**

*Volunteer in Los Angeles, California (July 2015 – December 2016)*

- Performed garden work around the GrowGood farm once a week, including weeding, planting, harvesting, and clearing land.
- Acted as guide for visiting student groups visiting the farm for charity events.

#### **Yarn Alive**

*Volunteer in Shichigahama, Miyagi Prefecture, Japan (June 2010 – July 2013)*

- Assisted in organizing weekly crochet/knitting classes at the local temporary housing community following the Great East Japan Earthquake.
- Transported and organized yarn donations.

### ***CERTIFICATIONS***

Japanese Language Proficiency Test Level 1 (Highest Level) : 179/180

Test of Proficiency in Korean Level 6 (Highest Level)

Applied Suicide Intervention Skills Training (ASIST)

### ***SKILLS AND ACCOMPLISHMENTS***

Advanced Japanese

Advanced Korean

Intermediate Russian

Psychological First Aid

Just In Time Disaster Training