

Kayko Ohkawa
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EDUCATION

BA in Economics, cum laude **2017**
University of Pittsburgh, Pittsburgh, PA

BS in Geology, cum laude **2017**
University of Pittsburgh, Pittsburgh, PA

- Asian Studies Certificate
- Global Studies Certificate

TEACHING EXPERIENCE

Tutor **Fall 2015 – Spring 2017**
Student Support Services for Student-Athletes, University of Pittsburgh

- Tutored student-athletes in introductory economics and geology courses
- Scheduled and met with students weekly to go over coursework

Undergraduate Teaching Assistant **Fall 2016**
GEOL 0055, University of Pittsburgh

- Assisted Professor Charles Jones in conducting the lab portion of classes and administering weekly quizzes and exams
- Held weekly office hours to go over class material and assist with homework assignments
- Prepared and delivered presentations of chapters from the textbook to the class

TECH COMPETENCIES AND OTHER SKILLS

- Python
- HTML & CSS
- SQL
- Microsoft Office Suite
- ArcGIS
- Adobe Photoshop CS6
- Adobe Acrobat Pro
- STATA

ACADEMIC DISTINCTIONS

The Tina & David Bellet Brackenridge Research Fellowship **Spring 2017**
Awarded the fellowship through the Honor's College to carry out an independent research project

Nationality Room Scholarship **Summer 2015**
Awarded a scholarship by the Japanese Room Committee for a summer language intensive program at Sophia University in Tokyo, Japan

WORK EXPERIENCE

Compliance Auditing Clerk **Mar 2019 – present**
University of Pittsburgh *Pittsburgh, PA*

- Processed incoming invoices and credit memos

- Audited internal expense reports for compliance with university policy and federal tax guidelines
- Maintained utmost discretion when dealing with sensitive financial information pertinent to my position

Production Team Member

Mar 2018 – July 2018

Garden Dreams Urban Farm and Nursery

Pittsburgh, PA

- Assisted with the day-to-day operations of the plant nursery

Administrative Assistant

Sept 2017 – Mar 2018

University of Pittsburgh

Pittsburgh, PA

- Staffed the front desks at the College of General Studies and School of Nursing for the University of Pittsburgh
- Received and directed incoming calls for the department
- Answered questions from current and prospective students
- Scheduled appointments, managed student locker assignments, and carried out other miscellaneous office tasks

Guest Service Associate

Oct 2017 – Jan 2018

Phipps Conservatory and Botanical Gardens

Pittsburgh, PA

- Worked in the conservatory and its gift shop to help manage winter season crowds

Urban Farm Apprentice

June 2017 – Sept 2017

Grow Pittsburgh

Pittsburgh, PA

- Worked at a small-scale urban farm in Braddock, PA

CAMPUS ENGAGEMENT

Japanese Culture Association, Treasurer

2016-2017

University of Pittsburgh

Secular Student Alliance, Vice President

2014-2017

University of Pittsburgh