

# Kellie Kumasaka

## Education

### University of Washington

Bachelor of Science in Speech and Hearing Sciences, Linguistics Minor

Sept. 2013 – Jun. 2017  
Seattle, WA

## Experience

### Sales Assistant/Administration

Apr. 2021 – Present  
Bellevue, WA

*ATAGO USA Inc.*

In charge of processing and shipping orders, as well as payments. Create calling lists and gather relevant data for sales team. Organize and update work platform to ensure that our team is on the same page.

## Contact Information

10657 Marine View Drive SW.  
Seattle, WA 98146

(206) 697-9792

kelliek3@gmail.com

### English Language Teacher

Aug. 2017 – Oct. 2020  
Tokyo, JPN

*Tokyo Joshi Gakuen*

Planned lessons and helped lead various school events, club activities, private school fairs, open houses, etc. Organized and created a letter exchange program with an American school. Prepared and gave advice to students regarding standardized English proficiency exams.

## Professional Skills

Quick Learner

Collaborating with Others

Leadership Skills

Highly Detail-Oriented

Quickbooks

Microsoft Office

Public Speaking

Problem Solving

Performing under Pressure

Japanese Language  
Conversation Level Proficiency  
(JLPT N3)

TESOL Certified

### Cashier/Customer Service

Dec. 2020 – Apr. 2021  
Renton, WA

*Uwajimaya*

Handled transactions efficiently, answered questions customers had, as well as resolved any unexpected situations that occurred.

## Leadership

### Small Group Leader

Sept. 2015 – Jun. 2017  
Seattle, WA

*Asian American Intersarsity UW*

Directed and guided discussions among group members. Organized bonding events and was responsible for connecting and building relationships with members.