

annabellesayuri19@gmail.com

Annabelle Sayuri Deakin

Education

Bachelor of Arts Degree – Temple University, Japan Campus, Tokyo, Japan

May 2020 – May 2023

Major: International Affairs

Graduation: May 2023

Undergraduate Scholarship November 2021

Undergraduate Scholarship July 2022

Dean's List Fall 2022

Experience

Receptionist – Ce La Vi Restaurant and Sky Bar

June 2023 – Current

- Manage incoming calls
- Manage reservations through call, email, and web
- Keep updated records of expenses and costs
- Provide administrative support to the executive staff when needed, such as, data entry, preparing correspondence and record-keeping

Writer/Editor for Magazine – Sabukaru Online

December 2022 – May 2023

- Writing articles
- Conducting interviews
- Transcribing/ Translating interviews
- Social media related texts

Cram School Instructor– Catal Inc. Tokyo, Japan

November 2021 – December 2022

- Lead a classroom of ten to twenty students
- Grade assignments, provide feedback, and test students
- Design curriculums catered to the student's needs and abilities
- Provide feedback on mock EIKEN proficiency practice exams

Volleyball Coach – Christian Academy in Japan. Tokyo, Japan

August 2019 – November 2019

- Planned and organized practices and games
- Coached a team of fifteen volleyball players through practices and games
- Demonstrated importance of teamwork and communication
- Participated in staff meetings, discussing problem solving

Volunteer Experience

Volunteer – Christian Academy in Japan, Chiang Mai, Thailand

March 2019

- Supported the construction of a building a school

Volunteer – NPO iPledge ごみゼロナビゲーション, Niigata, Japan

July 2018

- Presented in Japanese and English on the mandate of iPledge and recycling habits
- Operated recycling stations

Student Volunteer Activities – Christian Academy in Japan, Tokyo, Japan

September 2015-2019

- Participated in community activities, including providing warm meals to the homeless, volunteering at elderly homes, and helping neighborhood trash cleanups

Skills

Languages: English (Native), Japanese (Business)

Computer: Microsoft (Word, PowerPoint, Excel, Outlook), Apple (Pages, Keynote, Numbers), Streamlabs, Streamelements, and OBS

Social Media: Instagram, Twitch, LinkedIn, YouTube, Facebook, Twitter, and TikTok