070 3236 6325
alexandrialeemcpherson@gmail.com

Alexandria McPherson

EDUCATION:

October 2022 -Present
Coder Academy 10 month Web Development Bootcamp/ Diploma of IT (until August 2023)
- Created terminal application and REST API with Python (Flask).
- Currently learning JavaScript/React with the goal of creating a web-application with the MERN stack.

2011
Griffith University, Gold Coast
- Bachelor of Arts majoring in Japanese Language.

WORK EXPERIENCE:

Jan 2023- Present
Digital Connections Australia (Intern)
- Used Git and GitLab to manage workflow.
- Developed HTML and CSS templates for web content.
- Made requested changes to client sites running on WordPress.
- Implemented React components on custom website.

February 2018- February 2022
- Freelance translation of articles and short stories, and writing of educational materials, including TOEIC test preparation.

November 2020- February 2021
Digital Hearts, Tokyo
- LQA (localization quality assurance) for video games on a per-project basis.

April 2016- February 2018 (Full-time in house), February 2018- February 2022 (Contract)
A to Z English School, Tokyo
- Planned and conducted personalized lessons with students from elementary age to adults, according to their academic and test preparation goals.
- Assisted in planning and hosting events with attendance of up to 40 people.
- Created content for English learning books based on everyday topics, business English and TOEIC test preparation. Translated content written by Japanese staff and proofread content and translations produced by other staff.
- Created content for an online English course and built and maintained the website

in Squarespace, including integrating online flashcard and testing applications.
- Communicated with external clients, both in person and online, in both English and Japanese.
- Translation and proofreading, mainly of financial news for an English learning app, to meet twice-weekly deadlines.

December 2012- April 2016
Koike English School, Japan
- Prepared and conducted one on one English lessons for adult learners over Skype, according to the student's skill level, goals, interests and experiences.
- Proofread students writing tasks and provided corrections and feedback.
- Created written teaching material and recorded audio material for the school.
- Created blog content aimed at English learners.

Feburary 2015-July 2015
Best Creation, Japan
- Responded to incoming calls and emails from English speaking customers, job applicants and advertisers, scheduled appointments. Interpreted between English speakers and Japanese staff.
- Recruited English speaking staff and reviewed resumes and applications.
- Translated website, social media content and business documents.
- Researched and summarized online advertising methods and costs, advised manager on strategies.
- Maintained and updated website using Wordpress/HTML, edited images in Photoshop, and videos in Movie Maker.

March 2013-January 2014
Joytalk, Japan
- Assistant Language Teacher in elementary and junior high schools.
- Summarized and translated office documents.

November 2011-December 2012
Working Holiday, Japan
- Assisted in operation of buffet restaurant in Rizzan Sea Park Hotel, Okinawa.
- Volunteered in disaster area in Miyagi Prefecture.
- Cared for horses and cleaned guest rooms and facilities at a ranch in Yamanashi.
- Customer service, cleaning and kitchen assistance in cafe in Koganei, Tokyo.

SKILLS:
- Web development with HTML, CSS, Python, JavaScript.
- Use of common office software and image/video editing software. Ability to self-teach and adapt to new software and processes.
- Blog and social media content generation and management.
- Business level Japanese (Japanese Language Proficiency Test N1).