

Alexandria McPherson

WORK EXPERIENCE:

February 2018- February 2022

- Freelance translation and proofreading, mainly of financial news for an English learning app, to meet twice-weekly deadlines.
- Freelance writing of educational materials, including TOEIC test preparation.

November 2020- February 2021

Digital Hearts, Tokyo

- LQA (localization quality assurance) and proofreading of video games on a per-project basis.

April 2016- February 2018

A to Z English School, Tokyo

- Planned and conducted personalized lessons with students from elementary age to adults, according to goals that ranged from conversation and business English to English proficiency exams such as TOEIC, IELTS and university entrance exams.
- Assisted in planning and hosting events with attendance of up to 40 people.
- Created content for English learning books based on various themes such as customer service, text message conversations and TOEIC preparation. Translated content written by Japanese staff and proofread content and translations produced by other staff.
- Translated business emails into English for external companies.
- Created content for an online English course and built and maintained the website in Squarespace, including integrating online flashcard and testing applications.
- Created high level comprehension quizzes based on English news for an English learning app.
- Used Google Drive and Google Documents to manage shared projects.
- Communicated with external clients, both in person and online, in both English and Japanese.

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 about English usage and Australian culture for English learners.

December 2014-January 2015, October 2015-January 2016

Heart English School, Japan

- Short term Assistant Language Teacher in Elementary and Junior High schools in Kawagoe.

February 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 and social media content, business documents.
- Researched and summarized online advertising methods and costs, advised manager on strategies.
- Edited website in Wordpress/HTML, edited images in Photoshop, and videos in Movie Maker.

March 2013-January 2014

Joytalk, Japan

- As a substitute Assistant Language Teacher in Elementary and Junior High schools, visited schools at short notice to conduct class, for periods ranging from one day to two months.
- Communicated with school administration and staff in Japanese to ensure classes ran smoothly, and to ease transitions when teachers left on short notice.
- Summarized and translated office documents.

April 2012-December 2012

Working Holiday

- Volunteered in disaster area in Ishinomaki, Miyagi Prefecture, clearing debris and assisting locals with small businesses and fundraising efforts.
- Cared for horses and other animals, cleaned guest rooms and facilities at a ranch in Yamanashi.
- Customer service, cleaning and kitchen assistance in cafe in Koganei, Tokyo.

November 2011-April 2012

Rizzan Sea Park Hotel, Okinawa

- As seasonal restaurant staff, assisted in operation of buffet restaurant during breakfast shift, maintaining food and drink supply and cleanliness and assisting customers with special requests.
- Interpreted for junior non-Japanese staff and helped them adjust to a Japanese work environment.

September 2008-February 2010

Coles Supermarket, Burleigh Waters

- Served customers while maintaining cleanliness and hygienic standards in seafood section.

QUALIFICATIONS:**July 2013**

Passed N1 of the JLPT (Japanese Language Proficiency Test)

2007- 2011

Griffith University, Gold Coast

- Bachelor of Arts majoring in Japanese Language.

2002-2006

Marymount College, Queensland

- Graduated Year 12 in 2006/ Senior Certificate.
- Certificate III in Information Technology (Software Applications).

OTHER EDUCATION:

October 2014 *Chinese Language Institute, Guilin, China*

- 4 week intensive language course.

March 2010 - February 2011 *Soka University, Tokyo*

- Student Exchange- Special Department of Japanese Language Studies.

July 2009 *National Cheng Kung University, Taiwan*

- 4 week intensive Chinese course.

SKILLS:

- Business level Japanese.
- Use of common software including Microsoft Office, Google Documents, image and video editing software.
- Basic website design and maintenance (Wordpress, HTML and CSS). Blog content generation and management, social media account management.