

# Sarah DELA CRUZ

## CONTACT

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### LinkedIn

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## SPECIALTIES

- Education
- Event Planning
- Public Relations
- Team Management
- Social Media Management
- Graphic Design
- Translation
- Interpretation

## CERTIFICATIONS

- Japanese-Language Proficiency Test N1 (highest level)
- JET Translation & Interpretation Course

## APPLICATIONS

- Adobe Creative Suite
- HTML/CSS
- WordPress
- Canva
- Microsoft Office

I lived in Japan for 5 years working in education and international relations. This cultivated my passion for Japanese culture and the Japanese language.

Now, I want to utilize my skills to cultivate students' interest in Japan through cultural and language exchange within the education system.

## WORK EXPERIENCE

### Coordinator for International Relations & Prefectural Advisor

Gunma Prefectural Government International Strategies Division  
(Maebashi-shi, Gunma-ken, Japan) | Aug 2017 - Aug 2019

I worked to bridge the cultural and language gap between Japanese and non-Japanese residents of Gunma Prefecture.

#### Responsibilities:

- Facilitated communication between government officials and guests through translation and interpretation (to/from English and Japanese)
- Collaborated with local organizations and volunteers to plan, promote, and coordinate monthly outreach events
- Recruited and managed planning committees to run conferences and events for up to 180 participants
- Promoted cultural understanding through cultural presentations for all ages

### Assistant Language Teacher (ALT)

Annaka City Board of Education (Annaka-shi, Gunma-ken, Japan) | Aug 2014 - Aug 2017

I provided English instruction at the elementary and middle school level at five schools in Annaka City.

#### Responsibilities:

- Planned and taught English lessons for classes of 4 to 40 students at the elementary and middle school levels
- Collaborated with Japanese teachers to teach each class in all grades including special needs classes
- Coached students participating in competitions and exchange programs through personalized instruction

## EDUCATION

### Diploma of Web Development

Lighthouse Labs (Remote, Canada) | 2021

### Bachelor of Science (B.Sc.)

University of Waterloo (Waterloo, Ontario, Canada) | 2012

## LANGUAGES

- English (native), Japanese (fluent)