

Shelby Spees: Resume

Education

Bachelor of Science in Computer Science, in progress
Oregon State University (part-time, distance education)
Anticipated Graduation Date: June 2016

Bachelor of Arts in Linguistics (Japanese emphasis), June 2012
University of California, Santa Barbara
GPA: 3.48, minor in Educational studies

University of California **Education Abroad Program**, Intensive Language Program, Fall 2010
Université de Bordeaux III, Bordeaux, France

Experience

One-on-One **English Conversation Instructor** for Adults, May 2013 – May 2014
OneUP Eikaiwa, Tokyo, Japan

- Applied in-depth knowledge of English and Japanese linguistics to teach 50-minute lessons on basic grammar and useful expressions for students with a variety of knowledge levels, learning styles, and English-speaking goals
- Corrected and explained pronunciation with attention to the differences in Japanese and English phonology, giving students tools to produce difficult sounds in conversation and under pressure
- Expanded students' working vocabulary by explaining contextual use of natural expressions and vocabulary terms for students ranging from beginner to near-native speaker
- De-constructed grammar topics for a variety of learning styles and customized lesson content with real-life examples relevant to students' business, travel, and conversational goals
- Evaluated student progress during regular level checks and documented specific examples of mistakes and improvement

Bartender and Kitchen Staff, February 2013 – May 2014
The Aldgate British Pub, Shibuya, Tokyo, Japan

- Gave friendly recommendations in Japanese and English using knowledge of over two dozen varieties of Japanese and imported craft beer on tap at the best British pub in Shibuya, Tokyo's busiest nightlife district
- Efficiently handled busy periods including New Year's Eve, Golden Week, Premier League matches, St. Patrick's Day, and every Friday and Saturday night for over eight months
- Maximized customer retention by igniting conversation, fielding questions and complaints, and providing impromptu explanations of beer varieties
- Trained and supervised 5 new bartenders in beer-pouring and drink-mixing techniques as well as interacting with customers and giving drink recommendations

Languages

English	native
Japanese	conversational
French	reading and conversation
Spanish	basic