**Education**

**B.A., Literatures in English Study Abroad, UC Irvine Tokyo Arts and Humanities program**

Minor in Law and Society Tokyo School of Music and Film Center

Minor in Japanese Studies Completion Date: July 2012

University of California, San Diego

**Relevant Course Work:**

* Literatures in English US: 1865 - Present Literatures in English The American Renaissance
* Literatures in English Asian American Lit First year Japanese 10 Series
* Literatures In English Victorian Poetry Native American Literature
* Literatures in English Shakespeare Second year Japanese 20 Series
* Literatures in Writing Creative Non-Fiction

**Skills & Qualifications:**

* Excellent oral and written communication skills
* Proficient in Word, Excel, PowerPoint, internet and email
* Wide knowledge of different cultures
* Extensive researching skills and resources
* Ability to respond quickly to changing circumstances
* Ability to do analytical problem solving
* Exceptional organizational skills

**Experience:**

**Legal Intern,** Asian American Justice Center (1/7/2013-3/16/2013)

* Work with Staff attorneys on various Projects
* Research on Healthcare, immigration, and telecommunications
* Attend events on organization’s behalf
* Analyze policy
* Create Factsheets on topics such as immigration reform and healthcare reform
* Attend and prepare for briefings on Capitol Hill
* Campaign work
* Memo writing

**Managing Volunteer,** Inter-tribal Resource Center at UC San Diego (05/2011-Present)

* Manage the Inter-tribal Resource Center
* Create and run programs that serve Native American students and students interested in Native studies at UCSD
* Collaborate with Native American Council, Native American Student Alliance, California Native American Day Committee, and Native American Alumni Association
* Pioneered lecture series, planning topics with NASA board and coordinate with speakers

**Assistant II,** US San Diego Financial Aid Department, San Diego, CA (10/2009-present)

* Organize, prep, index, and maintain students’ documents
* Oversee mailroom
* Represent department tabling at high schools and UCSD events and provide information

**Legislative Intern**, Assemblyman Martin Garrick (01/09/2012-04/09/2012)

* Create bill reports for Assemblyman
* Contact constituents
* Write resolutions and creating certificates
* Conduct research on local issues

**Four Directions Native American Community Coordinator,** Student Promoted Access Center and Educational Services (12/2010-9/2011)

* Organized retention and access programs and projects for Native American high school and college students
* Oversaw Tutor/Mentor program at Sherman Indian High School
* Coordinated student trip to New Mexico for Gathering of Nations
* Created budget and acquire funding for the First annual UCSD Powwow
* Attended weekly retention meetings with other interns in order to discuss programs

**Arts and Humanities Senator** Associated Students (Student Government) (5/2010-5/2011)

* Created and organized projects for students in the Arts and Humanities division.
* Create, organize, choreograph and perform in the First annual C’est Mon Amour show
* Communicated with Dean of Arts and Humanities in regular meetings
* Conversed with Provost and Department Chairs during Dinner with the Dean program
* Attended weekly meetings discussing national and international news and politics
* Attended weekly meetings deciding on proposed legislation and student funding requests

**Activities:**

* **Member and Language Table Participant,** Japanese Student Association (9/2011-6/2013)
* **Chair,** Native American Student Alliance (06/2012-6/2013)
* **Staff,** Japanese Student Association (10/2012-12/2012)
* **Online English Tutor students at Tohoku University** (06/2011-12/2012)
* **Tutor**, American Indian Recruitment Program (09/2010-6/2013)
  + **Work one-on one with student on homework**
  + **Teach students how to conduct research**
  + **Lead group activities**
  + Yearly training on working with Native American youth
* **Treasurer,** Native American Student Alliance (10/2011-6/2012)
* **Board of Directors,** Student Promoted Access Center for Educational Services (09/2012-6/2013)