

Name

Phone number | Email

Linkedin url here with custom name

PROFILE

Diligent, creative, self-starter with over one year hands-on teaching experience and over five years of office and customer service work experience. Dedicated to developing and optimizing global connections, coaching and mentoring team members to provide effective customer service. Highly experienced in Microsoft Office and Outlook Suites, Google Apps, Microsoft Movie Maker, iMovie, and other social media platforms.

EDUCATION

University, Bachelors title, Minor (if applicable), Month Year

University, Study Abroad in City, Country, Month Year

PROJECTS

- **Organization**, Location, Dates Technology Career Fairs, directed and supported 600 students at check-in.
- **Organization**, Location, Dates, duties (measurable)

RELATED EXPERIENCE

Name of school, JET Program, ALT, City, Prefecture, Month Year to Present

- Instructed and encouraged over 360 students per week to achieve their academic goals, improve their English skills, and develop interpersonal skills.
- Enriched student learning through ALT school visits, English Camps, Letter to the ALT, and attended self-development meetings at the Yoshizuka branch office.
- Measured student learning via classroom materials and one-on-one interactions in the classroom.

Name of organization, Department, Job title, City, State/province, Month Year to Month Year

- Coached and mentored students on developing their resumes, cover letters, LinkedIn profiles and interview skills
- Co-facilitated classroom workshops and the creation of the STP Monthly Newsletter Story segment. Hosted Alumni Speaker series event and assisted the interview process for the Global Office Manager position at university
- Participated in bi-yearly Career Fairs and Google Event in Fall 2016

Name of organization, Department, Job title, City, State/province, Month Year to Month Year

- Maintained, implemented and improved the Career Blog which assists students in finding internships & jobs, and created training manual for the blog
- Assisted in training new front desk staff and participated in hiring process for other office positions, managed calendars and other communications
- Input data for Career Fairs Spring 2016 and Orientation Fall 2015

HONORS

Japanese Government, JET Program ALT Year, City, State/province, Month Year

Organization, Award, State/province, Month Year

Organization, Award, State/province, Month Year