

SKILLS AND CERTIFICATIONS

- Languages: English (native), Japanese (intermediate-advanced)
- Certification: Japanese Language Proficiency Test (JLPT) N3 Certification December 2018
- Computer: Proficient in Google Suite, Microsoft Office, and various social media platforms; familiar with Adobe Photoshop and Lightroom

EDUCATION

Middlebury Institute of International Studies at Monterey | Monterey, CA

Master of Arts in Translation and Localization Management Candidate

- Currently studying multilingual DTP, localization project management, CAT tools, and translation theory

Willamette University | Salem, OR

May 2018

Bachelor of Arts in Japanese Studies

- Minors in Asian Studies, History, and Arts, Multimedia & Technology

Tokyo International University | Kawagoe, Saitama, Japan

April 2016 – July 2016

Japan Studies Program

WORK EXPERIENCE

Higashiagatsuma Board of Education | Higashiagatsuma-machi, Gunma, Japan

Assistant Language Teacher (ALT) | JET Program

August 2018 – July 2021

- Instructed an average of 12 English courses a week to elementary school students, in addition to weekly introductory lessons to kindergarten students
- Collaborated with a Japanese Teacher of English (JTE) and produced materials for classes including lesson plans, quizzes, worksheets, and activities
- Designed and maintained easily accessible English displays on a monthly “English Wall”

Defense Language Institute Foreign Language Center (DLIFLC) Asian I Language School (UAA) | Monterey, CA

Intern Administrative Assistant

June 2018 – August 2018

- Managed departmental scheduling, including meetings and presentations as the principal administrative assistant to the Dean
- Organized a team to create new evaluation tools within the department
- Attended the Language Learning and Teaching Conference and published a conference report in DLIFLC’s publication, *Dialog on Language Instruction* (Volume 28, Number 2)

Defense Language Institute Foreign Language Center (DLIFLC) European and Latin American Language School (UEL)

Intern Administrative Assistant

June 2017 – August 2017

- Coordinated and completed an overhaul of the school’s outdated file archive
- Performed quality assurance for a Hebrew language proficiency exam project by helping instructors translate their questions into grammatically correct and fluid English

VOLUNTEER EXPERIENCE

Association for Japanese Exchange and Teaching (AJET) CONNECT Magazine

Section Editor

August 2019 – April 2020

- Sourced, edited, and formatted articles and images from contributors
- Researched and compiled a monthly event calendar for events across Japan

Gunma Association for Japanese Exchange and Teaching (GAJET)

Regional Representative

July 2019 – June 2021

- Coordinated events for members of the AJET community in Gunma
- Introduced incoming ALTs to the region and assisted in the acclimation process

PROFESSIONAL AFFILIATIONS

- Member, Women in Localization MIIS Chapter