

Heather O'Connell

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EDUCATION

Japanese Language & Culture B.A. Communication Design B.S.

Expected Graduation Spring 2018

California State University Monterey Bay, Seaside, CA

SKILLS

Communication & Technology

- Intermediate level of Japanese
- Basics in HTML, CSS, JavaScript, jQuery, & PHP
- PC/Mac, Google Suite, Microsoft Office, Adobe Creative Cloud, Prezi, Weebly, & Wordpress

Management & Organization

- Maintain a 3.9 GPA with full course load & job
- Create & share schedules, plans, presentations, & lessons with teammates

EXPERIENCE

08/2017-Present **Instructional Assistant**, International Programs & Service Learning Institute
California State University Monterey Bay, Seaside, CA

- Assist students & facilitate classroom activities
- Clarify instructions & terms while mingling with students
- Work closely with instructor & other instructional assistants

08/2017-Present **English Second Language &**
08/2016-Present **Japanese Language Tutor**, Cooperative Learning Center
(01/2015-05/2015) California State University Monterey Bay, Seaside, CA

- Help students through assignments & suggest study strategies
- Create resources and materials for future students and tutors
- Incorporate cultural information in language learning activities

10/2016-12/2016 **Volunteer Japanese Instructor**, Community Partnership for Youth
Martin Luther King Jr. Elementary School, Seaside, CA

- Led weekly activities & managed a group of 10 kids
- Designed child-oriented lessons on Japanese language & culture

04/2016-06/2016 **English Conversation Leader**, International Education Exchange Center
University of Kitakyushu, Kitakyushu, Fukuoka, Japan

- Facilitated casual conversations in English
- Personalized approach to encourage each student's participation

04/2016-06/2016 **English Instructor**, English Conversation Club
(10/2015-12/2015) Kitakyushu Kokura Nursing School, Kitakyushu, Fukuoka, Japan

- Designed activities for students to practice conversational English
- Coordinated lesson planning with co-instructor

OLDER EXPERIENCE

- 12/2015-03/2016* **English Tutor**, After-school English Lessons
International English University Preschool, Kitakyushu, Fukuoka, Japan
- Managed small groups of elementary school children
 - Kept children's attention on routine language learning activities
- 9/2014-12/2014* **In-Class Assistant**, Introductory Japanese
California State University Monterey Bay, Seaside, CA
- Clarified difficult lecture elements to individual students
 - Corrected and organized daily assignments and quizzes
- 9/2014-5/2015* **Secretary & Club Representative**, Japan Club
California State University Monterey Bay, Seaside, CA
- Prepared agenda for weekly meetings
 - Arranged event schedules and transportation
- 3/2014-5/2014* **Volunteer**, Boys & Girls Club Learning Center
Boys & Girls Club of Monterey County, Seaside, CA
- Led an activity introducing Japanese language to children
 - Designed multiple child-oriented lessons on Japanese culture
- 5/2012-6/2012* **Teacher's Assistant**, Beginning and Intermediate Japanese
San Dieguito Academy, Encinitas, CA
- Implemented improvement to classroom organization
 - Adapted observed teaching methods into high school club activities
- 5/2011-5/2013* **Club President & Founder**, Japanese Club
High Tech High North County, San Marcos, CA
- Established first culture club at HTHNC
 - Developed year-long schedule of language & culture lessons
 - Taught beginning Japanese language skills