

Heather O'Connell

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EDUCATION

B.A. Japanese Language & Literature

Expected Graduation Spring 2017

Minor in Communication Design
Cal State Monterey Bay, Seaside, CA

SKILLS

Communication & Technology

- Intermediate-Advanced level of Japanese
- PC/Mac, Google Apps, MS Office, Photoshop, Camtasia, Prezi, Weebly, Wordpress

Management & Organization

- Maintaining a 3.8 GPA with full course load
- Ability to create & share schedules, plans, presentations, lessons, activities

EXPERIENCE

9/2014-Present

In-Class Tutor, Beginning Japanese
Cal State Monterey Bay, Seaside, CA

- Facilitate classroom activities in absence of teacher
- Clarify difficult lecture elements to individual students
- Correct and organize daily assignments

9/2014-Present

Secretary & Club Representative, Japan Club
Cal State Monterey Bay, Seaside, CA

- Prepare the agenda for weekly meetings
- Arrange event schedules and transportation
- Propose fundraising projects to club council

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
- Mediated interactions and disagreements between children

5/2012-6/2012

Teacher's Assistant, Beginning-Intermediate Japanese
San Dieguito Academy, Encinitas, CA

- Implemented improvement to classroom organization
- Observed foreign language classroom dynamic
- Adapted observed teaching methods into 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 beginner Japanese language skills