

Samantha Kawakami samantha51875@gmail.com

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Experience

Part-time Teacher

Shimane University, Matsue, Japan

October 2012 to Present

- Teach English to university classes of 30 students, encouraging use of technology to improve students' skills.
- Provide feedback and analysis to assist with textbook selection.
- Create supplementary materials (including tests) for the classes and to share with other teachers.

Emergency ALT

Izumo Board of Education, Izumo, Japan

May 2011 to July 2011

- Taught English with a Japanese Teacher of English at 4 junior high schools in Izumo.
- Updated the English bulletin board at Sada Junior High School.
- Administered and graded the oral portion of the English final exams.
- Designed worksheets and other supplementary materials to be used in class.

Freelance

Multiple ELT Publishers and Other Companies, Japan and U.S.

February 2008 to Present

- Doing copy editing, proofreading, copywriting, and translation for a children's ELT course.
- Giving feedback and making suggestions for improvement on a website.
- Writing copy for and designing flyers and print advertisements.
- Creating and giving presentations (promotional and non-promotional).
- Built an e-commerce website using open source software Zen Cart.
- Built a customer database in Access to create mailings and track customer interaction.

ELT Consultant promoted to Marketing Coordinator

Macmillan LanguageHouse, Tokyo, Japan

February 2003 to January 2008

- Used Adobe Creative Suite 2 applications to design flyers and advertisements, and edit brochures.
- Created and gave promotional presentations at national conferences in Japan using PowerPoint.
- Gave teacher training workshops on how to use materials and teach in various classroom situations.
- Worked with the editorial team to produce the annual print catalogue and other promotional materials.
- Planned and coordinated events, including book displays, presentations, and entertainment.
- Organized author tours and editorial visits around Japan.
- Provided market feedback on new materials being published.
- Worked with an IT developer to do needs analysis and create a new customer database.
- Initiated a new website project (went live December 2007).
- Planned and carried out sales campaigns to promote ELT materials to teachers.

Teaching Staff

AEON, Izumo-shi, Japan

February 2000 to December 2002

- Taught about 25 child (from age 2) and adult classes per week.
- Attended weekly branch meetings conducted in Japanese to discuss business strategies.
- Participated in monthly meetings with other branches to improve lessons and customer care.
- Interviewed prospective students to assess their levels and help them select appropriate classes.
- Selected materials for classes.

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Accounting / Operations Coordinator

Unicapital IT Solutions Group, Walled Lake, MI, and Chesterfield, MO

July 1998 to January 2000

- Set up customers and suppliers in Oracle.
- Closed and helped reconcile Oracle modules at month end.
- Oversaw accounts payable, making sure suppliers were paid.
- Researched discrepancies between purchasing and accounts payable.
- Trained employees in using Oracle.
- Solved processing problems in Oracle.
- Worked with consultants to find ways to make Oracle more efficient.
- Managed special projects and handled various requests from salespeople.

Health and Safety Services Coordinator

American Red Cross, Alma, MI

January 1998 to April 1998

- Coordinated and set up CPR and First Aid classes for local businesses.
- Taught CPR and First Aid classes.
- Helped supervise and guide troubled teens doing community service at the Red Cross.
- Developed a computer filing system.
- Created a pamphlet to market the classes and other products.

Education

Alma College, Alma, MI, graduated December 1998.

Major: Communication Minor: Japanese

Japan Center for Michigan Universities, Hikone-shi, Japan, September 1996 to April 1997.

Studied Japanese language and culture.

Interests

- Administer a group for English teachers in the San-in area to gather and share ideas to improve their classes. (First meeting in April of 2012)

Skills

- Learn new computer systems and software very quickly.
- Possess flexibility, creativity and the ability to analyze and react to situations quickly and efficiently.
- Detail-oriented, but can also see the big picture.
- Work well independently and as part of a team.

Software

- Adobe Creative Suite 6 (Photoshop, Illustrator, In Design, Acrobat XI Pro).
- Microsoft Office 2007 (Word, Excel, PowerPoint, Outlook, Visio, Project, Access).
- Website Building (WordPress, Zen Cart, cPanel).

Languages

- English.
- Japanese.
- Some French.