

**YUKIKO MIMOTO**  
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## **EDUCATION**

University of Hawaii at Manoa, Honolulu, Hawaii

**Bachelor of Arts (BA) Second Language Studies, (December 2013)**

- GPA: 3.27
- Relevant courses:
  - SLS 303: Second Language Teaching
  - SLS 312: Techniques in Second Language Teaching: Reading & Writing
  - SLS 313: Techniques in Second Language Teaching: Listening & Speaking
  - SLS 380: bilingual Education
  - SLS 490: Second Language Testing
  - JPN 350: Intro to Japanese Linguistics
  - JPN 370: Language in Japanese Society

University of Hawaii – Kapi’olani Community College, Honolulu, Hawaii

**Associate of Arts Degree: Liberal Arts, (December 2011)**

## **TEACHING EXPERIENCE**

**Japanese Language Tutor to The Freeman Foundation Community College Program 2013 (Volunteer)**

*University of Hawaii – Kapi’olani Community College*      June 2013 – August 2013

Tutored at intensive Japanese class four times a twice a week for 3 hours in-class and outside of class when necessary. Taught students some lessons. Prepared materials for the lessons that I taught (PowerPoint slides and worksheets). Served as a conversation partner for students, helping students get comfortable in communicational situations. Assisted students in class activities, with assignments and homework.

**Japanese Language Tutor to The Freeman Foundation Community College Program 2011 (Volunteer)**

*University of Hawaii – Kapi’olani Community College*      January 2011- April 2011

Tutored at intensive Japanese class twice a week for 3 hours in-class and outside of class when necessary assisting students in class activities, assignments and homework.

**Japanese Language Tutor (Volunteer)**

*University of Hawaii – Kapi’olani Community College*      August 2010 – December 2010

Tutored at Japanese class twice a week for 2 hours in-class and outside of class when necessary assisting students in class activities, assignments and homework.

## **OTHER PROFESSIONAL EXPERIENCE**

### **Wedding Planner**

Issei Company, Inc. (Hawaii)

March 2014 to Present

Planning weddings for Japanese couples who want to have wedding in Hawaii.

### **Secretarial Work for a general manager**

Marubeni Thailand Co., Ltd. (Forest Product Division) (Thailand)

April 2006 – March 2009

Managed a general manager's schedule (making an appointment with clients or suppliers). Reserved airline tickets, hotels for people who come to Thailand from the head office in Japan and clients. Managed meetings and conferences. Created a written estimate and materials that are used in meetings.

### **Order Receiving Procedures**

*Chuo Kozai Co., Ltd.* (Japan)

April 1998 – March 2006

Received orders for steel products from clients, created a written estimate, and arranged the delivery of them. Placed orders for steel products from steel makers and managed inventory. Trained new employees (phone manner, the ways of receiving orders, managing deliveries and creating a written estimate)

## **OTHER VOLUNTEER EXPERIENCE**

Kahuku Farms (Kahuku, Hawaii)

January 2012 to present

Worked as a volunteer at KCC farmers market once a week to improve my English conversation skill. Sold products and assisted customers who are both Japanese and English speakers. Assisted workers who are native English speakers as a Japanese-English interpreter

## **SKILLS**

**Languages:** Japanese (native speaker), English (advanced), Thai(intermediate)

**Computers:** Comfortable with either Mac/Windows operating systems and proficiency with Microsoft Office Suite (Excel, Word, PowerPoint)

## **AWARDS/CERTIFICATIONS**

Certified by:

*University of Hawaii – Kapi'olani Community College*

for completing all Service-Learning requirements

*University of Hawaii – Kapi'olani Community College*

for contribution as a class tutor to The Freeman Foundation Community College Program 2011

*University of Hawaii – Kapi’olani Community College*

for contribution as a class tutor to The Freeman Foundation Community College Program 2013