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## EDUCATION

**California State University Monterey Bay – Seaside, CA**  
*May 2014*

- B.A. in Japanese Language and Japanese Culture, GPA in Major (15 courses): 3.8/4.0, Overall GPA: 3.39/4.0
- Minor in Business
- Dean's List 2010 – 2011, 2011 – 2012, 2013 – 2014

**Chuo University – Tokyo, Japan**

Attended Japan's prestigious Chuo University for the academic year 2012 – 2013 – focused on upper intermediate and advanced Japanese language proficiency, Japanese culture and history, Asia history and contemporary issues and laws of Japan

## BUSINESS AND RELATED EXPERIENCE

**Tectura Corporation, Pleasanton, California**

*Summer Human Resources Intern*

2012

Member of the Company's global Human Resources staff. Worked on various day-to-day matters throughout the Company's 20 countries around the world; spearheaded the development and implementation of onboarding process for use in all locations throughout the world; developed all aspects (content, style, music, etc.) of a video describing the Company, its business and its culture for use in recruiting, job fairs, etc.

*Summer Part-Time Employee*

2009, 2010, 2011

Summer work organizing business files and documents. Involved reading legal and other business documents and financial records and determining nature of document and proper classification for filing. Developed and organized file system for documents including classification scheme.

**Callagy Accounting and Tax Practice, Belmont, California**

2010

Summer work organizing business files and documents for clients. Involved reviewing files and organizing for storage and destruction.

**Pleasanton Junior Football League, Pleasanton, California**

2003, 2004, 2005, 2008

Worked concession stands at junior football league games. Involved taking orders, fulfilling orders and collecting sales proceeds.

**ADDITIONAL INFORMATION**

- Fluent in Japanese (oral and written communications)
- Experienced in Excel, Word and PowerPoint
- Self-taught guitar and piano player
- Amador Valley High School, Pleasanton, CA
- Top AVID Award, Pleasanton Middle School
- Various community service activities

**References available on request**