

Grace C Chen



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Profile:
Date of Birth: October 15, 1979
Country of Citizenship: USA
Current Visa Status: 2-year College Student (expires March 1, 2004)

Current Address:
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Objectives To find an exciting position (in the Tokyo/Yokohama area) that will help me gain more knowledge and experience in my language skills (**English, Chinese, and Japanese**); and if possible, allow me to further expand and utilize my computer-related skills.

Education

2002-present	Nanzan University	Nagoya, Japan
Masters in Business Administration (March 2004)		
• I am currently taking a leave of absence		
1998-2001	University of Hawaii at Manoa	Honolulu, HI
B.A. in Japanese Language and Literature (December 2001)		
• Major GPA 4.0/4.0, Cumulative GPA 3.3/4.0		
• Relevant areas of study: J-E, E-J Translation, Japanese Composition, Japanese Linguistics, Advanced Readings in Original Text		
2000-2001	Nanzan University, Center for Japanese Studies	Nagoya, Japan
• Participant of the Exchange Program		
• Relevant areas of study: Advanced Japanese Reading and Writing, Advanced Japanese Aural Comprehension, Japanese Linguistics, Japanese Sociolinguistics		
1994-1998	President William McKinley High School	Honolulu, HI
• Cumulative GPA 3.5/4.0		
1992-1994	President George Washington Intermediate School	Honolulu, HI
1990-1991	Culver Middle School	Niles, IL
1989-1990	Viola Nelson Elementary School	Niles, IL
1987-1989	Eugene Field School	Chicago, IL

Self-Assessed Qualifications

Language Skills

- Native English
- Near-native fluency in Chinese Mandarin and Taiwanese
- Advanced Japanese reading, writing, speaking

Computer Skills

- Basic programming knowledge in Perl, Pascal
- Basic knowledge of HTML
- Able to skillfully use Microsoft Office, Microsoft Works, Corel WordPerfect, Adobe Softwares (i.e. Photoshop, Acrobat), and the World Wide Web.
- Operating Systems: Windows 3.x/95/98/ME/2000/XP, Mac OS 8, 9, X, and basic knowledge of the UNIX system.

Work Experience (Part-time)

May 2002 – July 2002	Yuko's English	Nagoya, Japan
Native English Instructor		
• Taught English and conversation with curriculum to children (ages 2-14)		
• All lesson plans were self-organized		
October 1998 – December 2001	University of Hawaii at Manoa	Honolulu, HI
Student Monitor		
• Assisted computer users (teachers, students, and staff) with basic troubleshooting		
• Basic Maintenance of the computer lab and its equipments		
• Experience with networking, hardware and software installation, etc.		

November 2002 – July 2002 Kato Seminar Nagoya, Japan
Native English Instructor

- Taught English and conversation with curriculum to children (ages 2-14) and adults
- Some lesson plans were self-organized

February – August 1998 ABC Stores, Inc. Honolulu, HI
Sales Assistant

- Assisted in sales and cashiering, and maintenance of the appearance of the store
- Assisted Japanese/Chinese customers by interpreting or translating when necessary

Extra-curriculum University of Hawaii at Manoa :
Activities

- Founder and president of the Japan Club, Spring 2000 (The main purpose was to tutor Japanese exchange students with their English; outdoor and indoor activities, such as hiking, karaoke, potluck parties, were also organized and held.)

McKinley High School :

- Tennis Team, 1994 -1996
- Soft Tennis Team, 1994-1996
- Sophomore Class Vice-President, 1995-1996
- member of the Physics Club, Tennis Club, Japanese Club, 1994-1998
- member of the National Honor Society, 1997-1998

Washington Intermediate School:

- member and secretary of the Junior National Honor Society, 1993-1994

Other Activities:

- Volunteer at the Humane Society, 1994-1998
- Volunteer at the McCully Public Library, 1994-1998

Interests/Hobbies Tennis, hiking, body boarding, surfing, music (playing the piano, karaoke), traveling, Asian languages, culture and history, linguistics (esp. phonetics).

References are available upon request.