

Hatty Gardner

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(714) 271-0123

EDUCATION **B.A. Japanese Language and Culture** – *Expected Completion:* May 2017
Cal State University Monterey Bay, Seaside, CA

9/14 - 8/15 **Exchange Program Okayama**, Okayama University, Japan

- Used brainstorming and teamwork to create a Global Resolution detailing student perspectives on how the University can enhance their global diversity and outreach
- Edited and presented the Resolution to the President of Okayama University

LANGUAGE Intermediate Japanese, native English

RECOGNITION Elfenworks Scholar; Japanese National Honor Society

EXPERIENCE

8/15 - Present **Japanese/ESL Tutor**, CSUMB Cooperative Learning Center

- Facilitate tutoring sessions with 1 to 8 students
- Improve tutoring practice and formulate goals for personal learning and development.
- Create and organize tutoring resources for current and future use
- Participate in curriculum development
- Lead conversation groups and language learning workshops

10/14 - 8/15 **L-Café English Staff**, Okayama University Language Café, Japan

- Developed English of groups of approximately 1 to 10 students
- Prepared and planned events to bring Japanese and International students together
- Proof-read documents for students and L-Café staff
- Conducted 3 conversational English semester courses with groups of 8 students

2/15 - 4/15 **English Tutor**, I CAN 英語(English) Conversation School, Okayama, Japan

- Engaged non-native English speakers of all ages in conversation suited to their level
- Taught English lessons to 1 to 2 students at a time using books, games, and puzzles

2/15 - 3/15 **English Teacher and Cultural Advisor**, Okayama Prefectural Police Department, Japan

- Translated official documents regarding Lost and Found items as a team
- Facilitated discussion comparing Japan and America
- Guided role play scenarios in English regarding Lost and Found items

7/14 - 9/14 **Sales Associate**, Office Depot, Fullerton, CA

- Ensured professional and pleasant completion of transactions
- Organized and cleaned work areas

INVOLVEMENT

9/13 - Present **Production Manager**, Monterey Bay Chinese Lion Dance Team, Monterey, CA

- Coordinate all team members' attendance and duties leading up to and during events
- Communicate with the Director and Co-Director as part of steering committee
- Participate in board meetings as a student liaison for the CSUMB Lion Dance Club

1/14 - 5/14;
9/16 - Present **Vice President**, Chinese Lion Dance Club, CSU Monterey Bay

- CSUMB Sports Club Council Representative
- Facilitate practices and teach new members dance, musical, and cultural skills
- Plan and organized club events and recruitment opportunities