

Stephanie Litz
1631 Fillmore Ave
San Mateo, CA 94403
slitz@csumb.edu
650-766-7806

Education

B.A. Japanese Language and Culture
California State University, Monterey Bay
Expected Graduation, May 2015
Cumulative GPA 3.726
Studied Abroad at University of Shiga Prefecture, Japan, Sept 2013 – Aug 2014

Skills

- Language: Japanese, Intermediate-Mid
- Comfortable in a fast paced environment
- Strong organizational and detail-oriented skills
- Strong knowledge of computer programs: Windows, Mac, Word, PowerPoint, Adobe Photoshop

Experience

ECC English Teaching Volunteer Assistant, Hinatsu Nursery School, Dec 2013, Feb 2014

- Collaborated with English Teacher
 - Facilitated songs, games, and story-time in English
- Interacted with Japanese children, ages 3-6

English Teaching Assistant, University of Shiga Prefecture, Nov 2013 – Jan 2014

- Assisted English Professor
 - Graded papers and set up media in the classroom
- Aided in editing the USP Communication Lounge Newsletter

Waitress, Kobeya Japanese Kitchen, Jan 2011 – June 2012

- Trained 3 new waiters in fast paced environment
- Served customers and large groups, handled register
 - Arranged and set up tables for groups of 1 – 12 people, effectively maintained shop during peak hours
- Responded to phone and fax
 - Take-out orders, fielded general questions on food, hours, and directions, maintenance
 - Communicated with business services and waste management at Owner's request
- Reorganized Website
 - Checked for accuracy, format, content, and aesthetics