

Jennifer Brown
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Citizenship: USA
DOB: July 5, 1983
Gender: Female
Marital Status: Single
COVID-19 Vaccination Status: Vaccinated

OBJECTIVE

TESOL certified, college graduate seeking a teaching position in South Korea. Experience working with children and adults.

EDUCATION & CERTIFICATION

- | | |
|---|---|
| International TEFL Academy
TEFL/TESOL Certificate <ul style="list-style-type: none">120 hours of coursework16 hours of practicum | Incheon, South Korea
Apr. 2023 |
| Lexis Korea <ul style="list-style-type: none">Short-term study abroad | Seoul, South Korea
Sept. 2022- Jan. 2023 |
| University of Massachusetts Amherst
M.A. in Japanese <ul style="list-style-type: none">4.00 GPA | Amherst, MA, USA
May 2008 |
| Rutgers University
B.A. in East Asian Languages and Area Studies <ul style="list-style-type: none">Phi Beta KappaStudy abroad: Ritsumeikan University, Kyoto, Japan (Sept. 2003-Aug. 2004) | New Brunswick, NJ, USA
May 2005 |

RELATED WORK EXPERIENCE

University of Massachusetts Amherst
Teaching Assistant

Amherst, MA, USA
Sept. 2006-May 2008

- Instructed Elementary Japanese students and assisted literature courses
- Taught Elementary Japanese class once a week and assisted all sessions of select literature courses
- Prepared for lessons, graded homework and essays, proctored exams
- Held weekly office hours for students with questions

Cumberland County College
Tutor

Vineland, NJ, USA
Sept. 2005-May 2006

- Tutored college students with learning disabilities
- Met individually with students two or three times a week for hourly sessions
- Tailored sessions to address content covered directly before sessions
- Focused primarily on math and English

ADDITIONAL WORK EXPERIENCE

TS Tech Co., Ltd.
Public Relations Staff

Asaka, Japan
Oct. 2013-Sept. 2022

- Prepared financial documents in Japanese and English for public disclosure
- Arranged investor meetings and prepared reference materials for said meetings in Japanese
- Created English translations for external use and handled e-mail and phone inquiries in English

Freelance
Translator

Remote (Millville, NJ, USA)
Mar. 2011-Sept. 2013

- Created English translations for clients
- Checked and proofread English translations created by other translators

Yamaguchi Prefectural Government (JET Program)
Coordinator for International Relations

Yamaguchi City, Japan
Aug. 2008-Aug. 2009

- Translated documents into English and Japanese
- Promoted cultural exchange through school visits, presentations, quarterly newsletters, etc.
- Supported and counseled English teachers as a Prefectural Advisor

SKILLS

Language: English (Native), Japanese (Fluent: JLPT Level 1), Korean (Intermediate: TOPIK 2, Level 4)
Proficient with Microsoft Office (Word, PowerPoint, Excel)