

Regina Smith

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EDUCATION

University of Washington, Seattle, WA **June 2013**
Bachelor of Arts, Asia Studies with Japan concentration

- Minor in Communications
- Cumulative GPA: 3.81/4.00, cum laude

Sophia University, Tokyo, Japan **March 2012 – August 2012**
CIEE Arts and Sciences Study Abroad Program

- Resided with a host family in Ueno
- Enrolled in courses on Japanese language, history, religion, and art

PROFESSIONAL HISTORY

Consulate-General of Japan in Seattle, Seattle, WA **August 2016 – present**
Administrative Assistant

- Manage the front desk by assisting patrons and answering the telephone
- Schedule meetings and aid in coordination of consulate events
- Assist JET Coordinator with social media outreach

Hokkaido Prefectural Board of Education, Sapporo, Japan **July 2013 – July 2016**
Assistant Language Teacher (ALT) via the JET Program

- Instructed 15 weekly high school English courses
- Collaborated daily with Japanese Teachers of English (JTEs) on various projects, activities, and lesson plans
- Served as judge for annual English speech contest

EXTRACURRICULAR ACTIVITIES

Japan Club, University of Washington **September 2012 – June 2013**
President

- Coordinated club excursions to various Japan-related locales and events
- Supervised weekly meetings
- Facilitated letter correspondence with Japanese students at Sophia University

Japanese Cultural Festival, Seattle, WA **April 2011**
Volunteer

- Oversaw Japan-language booth and passed out flyers
- Assisted with festival setup

HONORS & AWARDS

Japan Studies Award of Excellence, University of Washington **June 2013**
Dean's list, University of Washington **Fall 2009 – Spring 2013**

SKILLS & CERTIFICATIONS

Japanese-Language Proficiency Test (JLPT) N2 Certification **February 2016**
Proficient in Google Drive, Microsoft Office, and Adobe InDesign