**Young Yoda**

Aliso Viejo, CA | (949) 555-1212 | yxyoda@gmail.edu

**EDUCATION**

**Soka University of America; Aliso Viejo, CA** Expected Graduation 2023

BACHELOR of ARTS, Liberal Arts

* *Concentration:* Social and Behavioral Sciences
* *Study Abroad:* Beijing, ChinaSpring Semester 2022

*Relevant Coursework:*

* Macro Ecomonics, East Asian Studies, American Experience, Writing and Communication
* Learning Cluster I: *The Holocaust*
* Learning Cluster II: *Data Analysis and Visualization* (Excel, ArcGIS Collector, ArcGIS Online, Python, and Storymaps)

**WORK EXPERIENCE**

*Library Assistant* – Soka University; Aliso Viejo, CA 11/2021 – Current

* Perform general circulation desk duties
* Assist patrons with computer use and other technical functions of library equipment
* Participate in the planning, implementation, and evaluation of library and archive services

*Tutor, Test Prep -* Rinkai Seminar – Tokyo, Japan 03/2020 – 08/2020

* Taught English, Japanese, Mathematics, Science, and Social studies to elementary school students, junior high school students, and high school students
* Communicated with their parents via phones
* Wrote students evaluation forms and submitted to the manager
* Filed the students’ confidential documents

*Server* - Kamakura Pasta Restaurant, Tokyo, Japan 06/2020 -08/2021

* Provided excellent Customer service, opened and closed the restaurant on time
* Communicated with customers directly and via phones,
* Took orders, prepared food and drinks, maintained appearance and supplies of the restaurant
* Carried and lifted heavy boxes

**ACTIVITIES & AWARDS**

* Dean’s List (Fall 2020, Spring 2021)
* Merit Scholarship (2020, 2021)
* Co-Captain, SUA Dance Team (2020-2021)
* Creative 24’ Committee, Soka University (2021)
* Certified Toastmasters (2021)
* Vice-Executive Board Member, Sports Festival – Hometown High School (2019)
* Elected Class Representative – Hometown High School (2018)

**LANGUAGES & SKILLS**

* Japanese (Fluent/Native)
* English (Fluent, written and verbal)
* Mandarin Chinese (Intermediate)
* Proficient in: Microsoft Suite, Mac OS, Google Suite, Social Media Platforms