

A K I N O S A K A O K A

SUMMARY OF QUALIFICATIONS AND SKILLS

- Prepare course materials such as syllabi, handouts, homework assignments, and audio-visual materials.
- Explain Japanese grammar clearly to students in English.
- Initiate, facilitate, and moderate classroom discussions.
- Teach students Japanese language study strategy.
- Evaluate and grade students' class work, assignments, and papers.
- Maintain student attendance records, grades, and other required records.
- Evaluate and revise curriculum, course content, course materials, and methods of instruction.
- Prepare and deliver lectures to students on topics such as how to speak and write Japanese and how the language is related to its culture.
- Select textbooks and explain how to utilize them.
- Read articles and blogs about current Japanese language studies, talk with colleagues to exchange information, and actively involved in cultural organizations and events.

EXPERIENCE

92ND STREET Y, New York (February 2011 – Present)

Japanese Language Instructor. Teach Japanese using acting and improvisation methods.

CARTUS, Language Training Services, New York (September 2010 – Present)

Clients: MetLife and Citicorp. Language Trainer for beginning, intermediate and advanced students who plan to move to Japan.

BARUCH COLLEGE (CUNY), the Center for Modern Languages at CAPS, New York

(July – August 2010) Instructor for Japanese 1. Teach Japanese using audio and visual media.

FASHION INSTITUTE OF TECHNOLOGY (SUNY), Academic Skills and Tutoring Center, New York
(April 2004 – June 2005 and February 2009 – Present) Japanese Language Tutor.

- Teach study skills and test-taking strategies to improve their academic performance.
- Identify, develop, or implement intervention strategies, tutoring plans, or individualized education plans according to students' needs and goals.
- Maintain a calm manner during tutoring sessions to help students stay positive.
- Develop tutoring system for students with learning disabilities.
- Communicate student's progress to students, instructors in written progress report.

PRIVATE JAPANESE TEACHER, New York (1996 - Present)

Teacher for Columbia University Preparatory High School students, college students and corporate professionals.

FREELANCE TRANSLATOR (2001)

English-to-Japanese translation for an American journalist working on a major article about Okadaya, a Japanese crafts company.

TRANSLATOR at English Language Learning Center, New York

Translated business correspondence, including proposals for an investment company,

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- VOLUNTEER** **BIG APPLE GREETER**, New York
New York City Tour guide for visitors from around the world, including France, Germany, Sweden, Japan, etc.
- EDUCATION** **COLUMBIA UNIVERSITY TEACHERS COLLEGE**, New York (Present)
Studying in the TESOL Certificate Program
- HB STUDIO**, Acting School, New York (2010 - Present)
Acting, Improvisation and Foreign Accent Reduction
- NEW YORK UNIVERSITY**, New York
Real Estate Institute, M.S. in Construction Management.
- THE COLLEGE OF NEW JERSEY**, Graduate Overseas Program Mallorca, Spain
Studies included "Second Language Acquisition" and "Theory and Practice of Teaching English as Second Language".
- NEW YORK UNIVERSITY**, New York.
Studied in M.F.A. program in Theater Design
- SKILLS** **ENGLISH & JAPANESE BILINGUAL. MICROSOFT OFFICE PROGRAMS**, including Word, Excel, Powerpoint. Window's Movie Maker.
- AFFILIATIONS** **THE NEW YORK JAPANESE LANGUAGE MEET UP GROUP, ORGANIZER AND FACILITATOR**
Built and maintain a network of over 1,900 members, organizing monthly meetings in which members discuss, in Japanese and English, a variety of subjects concerning Japan.