

STEPHANIE MAYEDA

• TEFL-Certified English Language Teacher •

OBJECTIVE

With a demonstrated history in English tutoring, I am now looking for an English teaching position that will benefit from my CEA-accredited TEFL training. In an effort to enhance my knowledge and further my career, I would like to bring these skills to my next English teaching position.

EDUCATION

160 Hour TEFL Certificate	California State University, Long Beach Long Beach, CA Coursework in effective and meaningful ways to teach all the language skills (reading, writing, speaking, listening). Hands-on training and teaching experience with international students in the American Language Institute.	2019
BA- World Literature with special emphasis in cultural studies	California State University, Long Beach Long Beach, CA Coursework in world literature.	2016

TEACHING EXPERIENCE

Practicum English Language Teacher	California State University, Long Beach Long Beach, CA <ul style="list-style-type: none">• Taught 4 hours of English language instruction to varying levels of learners under the direct supervision of a TESOL professor• Tutored students in English essay writing• Observed 9 hours total of various English language classes• Prepared lesson plans for different categories and levels of English learners• Assisted in conversation lab for English learners to practice speaking skills	2019
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Early Learner English Tutor Kumon Math & Reading Center of Redondo Beach Redondo Beach, CA **2019**

- Led children with class work by ensuring strong focus and understanding of learning material
- Graded homework assignments

Teacher's Assistant Guiding Hands Learning Center El Segundo, CA **2016-2017**

- Collaborated with staff to organize various recreational/enrichment activities for students TK-5th grade
- Provided 1-1 assistance with homework, reports, and projects
- Performed administrative tasks such as answering phone calls and email correspondence

English Tutor / Japanese Tutor Study Hut El Segundo El Segundo, CA **2015-2016**

- Worked one-on-one with students and assessed areas in need of improvement
- Edited essays for grammatical errors and assisted students with literary analysis
- Assisted with college application essays
- Evaluated and graded SAT and ACT multiple choice and essay tests

English Tutor Tutor Doctor Redondo Beach, CA **2014-2016**

- Worked one-on-one with students to create clear learning objectives
- Edited essays and assisted students with literary analysis
- Evaluated and graded SAT and ACT multiple choice and essay tests
- Assisted students with organizational and study skills

EXPERIENCE

Freelance Web Designer South Bay Nikkei Collaborative Gardena, CA **2019 - present**

- Design a website containing a directory and interactive map to connect Japanese and Japanese American organizations in the South Bay
 - Collaborate with South Bay Nikkei Collaborative committee members to troubleshoot issues and formulate solutions
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**Marketing &
Social Media
Assistant**

Engineering For Kids - Beach Cities LA
Redondo Beach, CA

2017-2018

- Planned and executed social media campaigns to increase followers and promote after school programs
- Executed email campaigns to drive website traffic and increase registration
- Derived actionable insights from marketing data to optimize profits and efficiency
- Developed creative copy to engage audiences and gain exposure
- Performed administrative tasks such as phone-calling and scheduling
- Assisted in demos and workshops at local schools to promote programs
- Drafted letters for corporate sponsorships on behalf of local schools

**Social Media &
Community
Outreach Intern**

Gardena Valley Japanese Cultural Institute
Gardena, CA

2016-2017

- Organized and oversaw a single day fundraising donation drive
- Managed organization's Facebook and Instagram social media accounts
- Designed promotional material for events and fundraisers
- Wrote weekly Japanese culture blog posts
- Assisted with editing the GVJCI newsletter
- Wrote press releases to various partner organizations, potential donors, and media
- Executed email campaigns to inform public of organization's activities
- Created strong relationships with the community through event planning, fundraising, and volunteer coordination.
- Photographed and edited photos of events to showcase community engagement
- Exercised task management in high-volume environments

AFFILIATIONS

- Member of CATESOL since 2019

SKILLS

Organization & Prioritization

Patience

Classroom Management Strategies

Multicultural Team-Building

Creative Lesson Planning

Conflict Resolution

Learner Engagement & Assessment

Problem-Solving
