

Stephanie Ramirez

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Objective

Motivated and enthusiastic professional with a strong background in education and customer engagement. Passionate about creating meaningful learning experiences, fostering connections, and bringing fresh ideas to dynamic environments.

Education

International Christian University Tokyo, Japan
Politics Major 3.44 GPA Sep 2018 - Jun 2022

Austin Community College Austin, TX
Government Major 3.66 GPA Aug 2016 - Dec 2017

Conroe High School Conroe, TX
Magna Cum Laude GPA 3.5 Jun 2016

Languages

•English (Native) •Spanish (Limited working proficiency) •Japanese (Limited working proficiency)

Professional Experiences

- NOVA Holdings Tokyo, Japan
English Instructor Feb 2025 - Current
 - Teach English Lessons – Conduct lessons for students of various ages and proficiency levels using NOVA’s provided materials and teaching methods.
 - Support Student Learning – Help students improve their speaking, listening, reading, and writing skills through interactive activities, feedback, and encouragement.
 - Handle Lesson Administration – Manage lesson reports, provide student progress updates, and follow NOVA’s teaching guidelines and policies.
- Private English Teacher Tokyo, Japan
Apr 2023 - Current
 - Customized Lesson Planning – Create personalized lessons and slides tailored to each student's language level and learning goals, whether for travel, daily conversation, or workplace communication.
 - Interactive and Practical Teaching – Focus on real-life English usage, providing engaging activities and relevant phrases to help students apply their learning in everyday situations.
 - Student-Centered Approach – Adapt teaching methods based on students’ progress and preferences, ensuring lessons are effective, enjoyable, and aligned with their needs.
- Borderlink Inc. Tokyo, Japan
Assistant English Teacher May 2022 - Mar 2023
 - Plan and create English lessons for grades one through six.
 - Assist the homeroom teacher or lead English lessons.
 - Introduce elementary students to American and world culture.
 - Create English Boards which expose students to world culture or encourage them to practice speaking English.
 - Substitute at different elementary schools when needed.

- Austin-Bergstrom International Airport Austin, TX
Business Development Intern Sep 2017 - Dec 2017
 - Research information about other airport systems, companies they contract with, and information that may be needed in meetings.
 - Given the responsibility to handle a large project that requires setting up meetings and creating a process that will be followed later on.
 - Spearheaded a new initiative for the electronic agreement process as it concerns business partnerships for the airport.
- Austin Community College Austin, TX
Liberal Arts Riverbat Ambassador Jan 2017 - Sep 2017
 - Assist students in identifying and overcoming personal, social, or behavioral barriers by referring them to appropriate college resources.
 - Provide students with information on such topics as college degree programs and admission requirements, financial aid opportunities, and student organizations.
 - Attend meetings, conferences, and training workshops and serve on committees that center on student success and completion.

Skills

- Customer service excellence and guest engagement.
- Collaboration in team-oriented environments.
- Tailoring solutions to meet individual needs.
- Flexibility and enthusiasm in fast-paced settings.
- Event planning and execution.
- Proficiency in Google Drive and Microsoft Office.

Academic Engagement

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| ● Common Good Grant | Apr 2021 |
| ● Peace Research Institute | Sep 2020 |
| ● Open Arms | Jun 2020 |
| ● ICU Debating Society | Sep 2018 |
| ● Students Rights and Responsibility Committee | Sep 2017 |
| ● Fuerza Latinx | Sep 2017 |

Memberships and Awards

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| ● Dean's List | May 2021 |
| ● Phi Kappa Theta | Sep 2017 |
| ● Texas Association of Chicanos in Higher Education | Aug 2017 |
| ● National Honor Society | Jan 2015 |
| ● Mu Alpha Theta | Feb 2016 |
| ● Spanish Honor Society | May 2015 |

Volunteer Experiences

- English Camp Sep 2022 - Oct 2022
 - For two days and one night, around 100 elementary school students have the opportunity to create fun memories with volunteers from various countries.
 - Along with playing games, volunteers encourage elementary school students to speak in English.
- Ashinaga Tsudoi Aug 2019
 - These camp programs provide healing and emotional care for high school students participating. The most important function of which is to develop self-reliance through friendship and cooperation.
- Colaboramos Jan 2019 - Mar 2019
 - Design science lessons for elementary school students.
 - Design self-expression lessons for elementary school students.
 - Volunteer for two weeks at an elementary school in Japan.
- Latinitas (Empowering Young Girls Through Media and Technology) Apr 2017 - Dec 2017
 - Take pictures of individuals, families, and small groups, on location.
 - Takedown items and clean areas.
 - Promotes the services the organization offers and collects donations at events.