

John Webster

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Education

B.A. in Japanese Language and Culture Expected Graduation May 2020

CSU Monterey Bay, Seaside, CA

A.A. Japanese Language December 2012

San Joaquin Delta College, Stockton, CA

Skills

Training experience

Japanese at Intermediate level of proficiency

Leadership experience

Experience

Business Office Assistant, Cedar Crest Nursing and Rehab, Sunnyvale, CA 05/2015 - Present

Send out medical billing to various insurance companies

Oversee training of receptionists

Monitor accounts

Teacher's Assistant (Japanese Language), San Joaquin Delta College, Stockton, CA

01/2013 – 05/2014

Assisted with classroom activities

Administered quizzes

Helped grade homework and quizzes

President of Japanese Club, San Joaquin Delta College, Stockton, CA 07/2012 – 12/2013

Organized club meetings and events

Participated in interclub council meetings

Promoted the Japanese club during club rush events

Commented [1]: You must start with B.A. in Japanese Language and Culture first. Then add the word "Expected Graduation May 2020" to the far right. You need to add the date you received your A.A. degree as well.

Commented [2]: You should add "Japanese at Intermediate level of proficiency"

Commented [3]: spell out

