

# **Kiara Yvonne McLaurin**

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## **Education**

- California State University of Monterey Bay (Seaside, Ca)
  - Bachelors of Arts in Japanese Language and Culture
- University of Shiga Prefecture (Foreign Exchange)

Expected Graduation date: Fall 2015

## **Experience**

- Volunteer & Work Experience/ student organizations
  - Completed a 100 hours of community service at the Hawthorne Public Library 2009-2010

### Club Activities

- Active member of Japan Club 2011-
- Tea Ceremony Circle (In Japan) 2013-2014
- English Society (In Japan) 2013-2014

## **Skills**

- Japanese language skills
  - Listening, writing, and speaking at intermediate level
- Efficient in using Windows computer programs such as Excel, Microsoft Word and Power point
- Good time management Skills
- Clerical Skills
  - Answering Phone Calls
  - Making Appointments
  - Filing documents
- Organization skills