Jennifer Xayavong

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**Education:**

B.A. in Japanese Language and Culture Expected Graduation Spring 2017

Cal State University Monterey Bay, Seaside, CA

**Skills/Attributes:**

* Open minded and willing to learn
* Excellent written and oral communication.
* Intermediate Japanese
* Proficient in using Microsoft Office
* Proficient in filing, sorting and organizing items

**Work Experience:**

**Student Assistant**, Housing and Residential Life 8/2014-5/2015

Cal State University Monterey Bay, Seaside, CA

* Provided excellent customer service to students and families inquiring about student housing
* Responded to and resolved student lock out calls
* Organized student files, documents and packages

Communication Support, Language Lounge 10/2015-6/2016

Nagoya University of Foreign Studies, Japan

* Provided a comfortable environment for Japanese students to speak English
* Communicated with Japanese students on a weekly basis
* Assisted with their English speaking skills

**References:** Available upon request