

Giavanna Hampton
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PROFESSIONAL OBJECTIVE

Desire a challenging and rewarding position to improve and support an organization with my knowledge, work ethic and organization skills.

HIGHLIGHTS

- Computer literate: Microsoft Office: 75 WPM typing.
- Honest, reliable, and productive worker: willing to complete any task assigned.
- Proven ability to work independently or as a team player.
- Takes pride in doing a good job: detail oriented.
- High level of creative energy combined with strong organizational skills.
- Special talent for analyzing and coordinating; *good with numbers*.
- Able to remain calm in stressful environments.
- Excellent data entry skills.
- Punctual and easy going personality; gets along with others.

EDUCATION

California State University of Monterey Bay
Bachelor of Arts, Japanese Language and Culture

August 2010 - August 2015

PROFESSIONAL EXPERIENCE

English Community Zone 10/11/2013 – 01/17/2014
5-28-20 Hakusan, Bunkyo-ku, Tokyo, 112-8606
(東洋大学の中)

ECZ Staff Member/ Program Organizer/ Event Coordinator/English Tutor to Japanese Speakers

Analyzes, evaluates, and implements programs to provide opportunities to both international and Japanese students to learn different cultures so that they can be better equipped in international and multicultural settings. Plans, organizes and coordinates student activities. Work collaboratively with team members to apply international student policies and procedures to student programs. Analyzes program problems; develops alternatives and/or solutions to the various student programs or events.

English Lounge 09/18/2013 - 01/17/2014
Dangosagashita, Sendagi, Tokyo, Japan 112-8606
(団子探した道、千駄木、東京、日本)

English Tutor to Japanese Speakers

Develops, creates and organizes tutoring programs for Japanese students. Teaches and tutors Japanese students to engage in conversations in English in a friendly atmosphere.

Otter Express (Sodexo) 12/01/2011 – 01/01/2013
Monterey, CA

Assistant Manager

Manages and serves as a shift supervisor with operation and closing responsibilities for the Otter Express. Trains new employees, completes inventory, and completes transactions, bookkeeping and serving customers. Responsible for general complaints, inventory problems and shift changes.

Self Employed

09/01/2009 – 09/01/2010

Childcare Provider

Provides safe, nurturing and quality of care to children and incorporates the interests of children into projects to help them learn and grow.

Sutter General Hospital
Sacramento, CA

06/01/2008 - 08/01/2008

Nursing Assistant

Provides patients' personal hygiene and maintains patient stability. Maintains work operations by following policies and procedures. Provides and protects the organization's value by keeping patient information confidential and documents actions by completing forms, reports, logs, and records.

Discovery Shop, American Cancer Society
8535 Elk Grove Blvd in Elk Grove, CA, 95624

06/01/2007 - 08/30/2007

Sales Representative/Trainer/Cashier

Provides training and assistance to volunteers, organizes, packages and sells merchandise.

Awards & Recognition

Outstanding Proficiency Score/ Japanese Language - August 2013 - CSUMB

Professional Affiliations

County of Sacramento Homecare
Volunteer - American Cancer Society