

# C. Keiko Funahashi

ckfunahashi@gmail.com

## EDUCATION

**Stanford University**, Stanford, CA 9/08-8/09

- Master of Arts degree in Education with a specialization in Learning, Design, and Technology.
- Coursework include: Analyzing Learning Environments; Imagining Future of Learning; Independent Reading on Language Education; The Impact of Social and Behavioral Science Research on English Language Learners and NCLB.

**University of British Columbia**, British Columbia, Canada 5/06-12/07

- Post-baccalaureate diploma in Teaching English as a Second Language (TESL).
- Coursework include: Adult Education Program Planning Theory; Developing Short Courses, Workshops and Seminars; Teaching English as a Second Language; and Independent Project on Self-Paced Writing Unit on Moodle.

**University of British Columbia**, British Columbia, Canada 9/99-4/03

- Bachelor of Arts degree with specializations in Applied Linguistics, Chinese, and Fine Arts.

**National Taiwan Normal University Mandarin Training Center**, Taipei, Taiwan 6/00-8/00

- Participated in summer intensive Mandarin Chinese language program.

## LANGUAGE EDUCATION DESIGN EXPERIENCE

**Innovations for Learning**, Chicago, IL 1/09-6/09

### **Vocabulary Acquisition Software Design Intern**

- Designed interaction and interface of primary-level English Language Learner vocabulary acquisition software for a hand-held digital platform, TeacherMate.
- Drew 1000+ illustrations for digital flashcard using Adobe Illustrator and Photoshop.

**Japanese Canadian Volunteers Association**, British Columbia, Canada 1/08-8/08

### **English Communication Program Developer**

- Developed beginning English communication program for Japanese-Canadian seniors.
- Designed lesson plans, teaching materials, and worksheets for beginner and intermediate summer intensive English communication programs.

**Berlitz Japan Inc. (Language Education Institution)**, Osaka, Japan 4/04-2/05

### **English Language Communication Program Developer**

- Customized engaging and effective English oral communication lessons for Japanese high school students taking into account stakeholder needs and requests.
- Developed instructional plans, teaching materials, worksheets, and examinations.

**Freelance English Language Program Developer & Instructor** 9/97-Present

- Conduct needs analysis of individual students through interviews and oral language assessments.
- Customize curriculum, lessons, and materials.
- Projects include beginner English conversation program for seniors and intensive academic reading and writing training program for a high school student.

## OTHER EXPERIENCE

**Berlitz Japan Inc. (Language Education Institution),** Osaka, Japan

6/03-2/05

**Instructor**

- Collaborated with instructors from around the world to teach English conversation to Japanese students of all ages and levels.
- Identified learning styles of each learner and adapted every lesson to meet individual needs.
- Taught 100 to 120 lessons/month and maintained high quality of instruction (consistently received 4 or 5 on five-point scale student and head teacher evaluation).

**Stanford University School of Education,** Palo Alto, CA

6/09-8/09

**Oral Language Acquisition Evaluation Research Assistant**

- Evaluated middle school English Language Learner oral language performance using Oral Language Acquisition Inventory (OLAI).

**Vancouver Shinpo (Japanese-Canadian Newspaper),** British Columbia, Canada

3/06-8/08

**Reporter**

- Prepared concise and publishable-quality articles on time.
- Article topics include: review of local language education institutions; information presented at workshops, forums and conferences; and interview of event organizers and artists.

**UNESCO Bangkok,** Bangkok, Thailand

2/08-3/08

**Information & Knowledge Management Unit Intern**

- Wrote summaries for 2007 UNESCO Bangkok publications for ERIC database.
- Worked independently to gather and organize information for 2007 Publications Catalog.

**University of British Columbia,** BC, Canada

5/07-12/07

**Research Assistant**

- Translated example sentences from Japanese to English for online dictionary project.
- Translated appx. 5800 example sentence for online Japanese-English dictionary database in 4 months.

## ADDITIONAL INFORMATION

- Proficient in MS Office, Adobe Photoshop, Illustrator, Dreamweaver, and Flash, website development using raw HTML/CSS codes, and Moodle; some experience with SPSS.
- Conversational proficiency in Mandarin Chinese.
- Native-level speaking, reading, and writing proficiency in Japanese.