

Ashley K. Nishihara

Education

Leeward Community College, Honolulu, HI

A.S. Degree with Honors 5/07

Major: Digital Media

GPA: 3.86

Specialization: Motion Graphics (Animation)

Moanalua High School, Honolulu, HI

Graduated 5/04

Skills and Capabilities

Communication and Interpersonal Skills

- *Experienced* in teaching multiple subjects (English and various Digital Media subjects) to diverse groups of adults in both individual sessions and in-class workshops.
- *Skilled* in leading workshops teaching large groups of people how to fold origami, aged Pre-K to adult.
- *Professional* in working as part of a team to produce quality results and accomplish tasks swiftly.

Computer Skills

- *Familiar* with both Microsoft Windows and Macintosh platforms.
- *Veteran* at Microsoft Word.

Experience

**File Clerk, Dr. Tamanaha D.D.S., Gentle Dentistry for Adults and Children,
Honolulu, HI**

(June - August 2003)

- *Organized* patient files and records by storing them alphabetically on shelves.
- *Performed* various tasks, such as cleaning office equipment and preparing information packages for customers.

**Writing Consultant/Digital Media Tutor, Leeward Community College,
Honolulu, HI**

(January 2005 - December 2007)

- *Guided* students (both native English and ESL, as well as those with various mental or learning disabilities) through a variety of different assignments with any stage of the writing process in one-on-one tutorial sessions or group in-class workshops.
- *Assisted* students (both native English and ESL, as well as those with various mental or learning disabilities) with various Digital Media subjects (Microsoft Word, web pages, etc.).
- *Helped* students by giving detailed feedback/suggestions on their writing assignments via email, utilizing our Online Writing Assistance Program (OWAP).
- *Encouraged* students to implement life and study skills for use inside and outside the classroom (e.g. how to prepare for tests and write scholarship application essays).
- *Collaborated* extensively with other Writing Consultants with any duties related to providing our services to the students, including the attendance of workshops.
- *Compiled* and *catalogued* months of data on students' tutorial sessions regularly in Microsoft Excel.

**Extended Day After School Care Teacher, Le Jardin Academy, Kailua, HI
(January 2009 – July 2016)**

- *Resourceful* in handling students aged Pre-K and K in the classroom, creating and facilitating fun and engaging educational activities for them to participate in.
- *Responsible* for the well-being and safety of young children at all times, monitoring behavior, resolving conflicts, and being aware of any and all health conditions and/or allergies.
- *Hard-working* in maintaining a safe and clean classroom environment for children daily.

Origami Swami After School Activity Teacher, Le Jardin Academy, Trinity Christian School, Huakailani School for Girls, Mokapu Elementary (Self-Employed)

(August 2013 - February 2020)

- *Expert* in teaching and performing the art of origami for students of all ages, from Pre-K to adults, in individual, small, or large groups.
- *Versatile* at improvising different origami projects, games, and curriculum for students of all ages and skill levels.
- *Capable* of designing well-written, informative, and colorful flyers in Microsoft Word for classes.

Fulfillment Expert, Target

(August 2024 – Current)

- *Swiftly, accurately, and safely* picking, prepping, and stowing items for guests in a timely manner.
- *Engaging* in a friendly and helpful way with guests who have questions and/or need assistance.
- *Cooperating* with fellow team members and supervisors to be more effective and give the best service possible to the guest.

Honors and Activities

Scholarships

- Robert J. Trevor Language Arts Scholarship, 2006-2007
- Asian-Pacific Islander Scholarship, 2005-2006

Volunteer Work

- Opening Day Experience
Leeward Community College
(August 2006, January 2007, August 2007)
- Friends of the Library Book Sale
McKinley High School
(April 2004, April 2005)
- Hawaiian Humane Society
(July-August 2003)