

Gretchen SHINODA

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EMPLOYMENT

International University of Japan

Oct. 94 - present / Niigata, Japan

Manager, Student and Partner Service Centers (www.ij.ac.jp/oss)

Feb. 09 - present

- Oversee a team of 3 which provides non-academic assistants to IUJ students: scholarship support, insurance/tax support, hospital assistance, driving information, dormitory issue handling, on and off-campus special events, etc.
- Provide general counseling to students including issues of harassment as an Informal Complaints Advisor and trouble shoot various issues as they arise
- Launched YahooGroup to provide information and guidance to incoming students (by invitation only)

Director, Career Counseling and Services (www.ij.ac.jp/career/)

Oct. 95 - present

- Created western-style career services for graduate students from over 50 countries in 5 Masters-level degree programs
 - 2008 Highlight: Launched new online chat service
 - 2009 Highlight: Launched Global Women's Mentor Network to match female students with female alumni for their professional advice and world-wide networking
- Present a 17-part workshop series to empower students with the tools and skills needed in job and internship hunts
 - 2008 Highlight: Implemented "Presentation Zen" style of PowerPoint lectures, well received by students
- Provide one-on-one counseling in a "Career Coaching" style to help students design their job hunt plan, get started, stay on task, and find early success
- Provide resume writing assistance, cover letter and application guidance and critiques, and interview practice sessions
 - Communicate with corporate and organization recruiters to promote on- and off-campus recruiting

Director, Alumni Relations (www.ij.ac.jp/alumni/)

Oct. 95 - present

- Run all aspects of IUJ relations with our graduates, including support of others working with alumni: Volunteer Programs, Fund Raising, Executive Committee Support, Information updating

Special Assistant to the President, Dr. George R. Packard

Oct. 94 - June 98

- Handled a variety of campus-life improvement tasks for the President

Gateway Japan, National Planning Association

March 92 - Aug. 94 / Washington, DC, USA

Manager of a Non-Profit on-line clearinghouse for Japan-related information

Commission on US-Japan Relations for the 21st Century

Sept. 89 - March 92 / Washington, DC, USA

Assistant Director

- Edited reports on various topics on the future of US-Japan relations
 - Organized press events and conferences for high-level leaders
 - Drafted grant proposals and reports to foundations with support from The Japan Society
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EDUCATION

International University of Japan

April 87 - March 89 / Niigata, Japan

MA in International Relations (Japan Area Studies)

- Thesis title: *For Whom the Nokyo Toils, Agricultural Cooperatives as a Lobbying Force*
- Special Student from Sept. 85 – March 87 taking various courses for credit

Lewis and Clark College

Sept. 81 - June 85 / Portland, OR, USA

BA in Elementary Education

- Emphasis on counseling skills and motivational techniques for educators
 - Exchange student to Hokusei Gakuen Daigaku, Sapporo Japan (9/83-2/84)
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COMPUTER SKILLS

MS Word, PowerPoint, Excel, Access, Publisher, Acrobat, FrontPage, Web page development software including basic html programming, PageMaker, various Macintosh applications

LANGUAGE SKILLS

English – Native Language

Japanese – Strong Working Level