

Bryan Matthew Gumardi

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PROFILE

I am a motivated individual with collaboration and communication skills that have been developed through my part-time job and volunteer experience. Currently seeking for a position in recruitment to make use of my skills.

EDUCATION

Waseda University

B.A. in School of International Liberal Studies

- GPA: 3.61

Tokyo, Japan

April 2021 – Present

Sekolah Mutiara Nusantara

IB Diploma Program

Bandung, Indonesia

July 2006 – June 2020

ACHIEVEMENTS

Waseda University

- Dean's List (Top 10%) in Fall Semester, 2021
- Dean's List (Top 10%) in Spring Semester, 2021

Tokyo, Japan

WORK EXPERIENCE

GSET (Part-Time)

English Language Instructor

- Taught English pronunciation, vocabulary, and grammar to students via one-on-one lessons that are held in-person or online depending on their preference
- Provided customized teaching for each student by designing personalized lesson plans that complement their English proficiency
- Improved English communication skills of each student by providing constructive feedbacks on pronunciation and grammar mistakes

Tokyo, Japan

July 2023 – Present

VOLUNTEER ACTIVITY

Waseda International Student House

Resident Assistant – Head of Event Planning Department

- Looked after 775 dormitory residents from various countries by assisting them in their daily lives and providing advice and consultation whenever they have concerns
- Supported international students who moved into the dormitory by assisting them with address and insurance registration in the city hall, and setting up their bank account in Japan
- Facilitated cultural exchange between Japanese and International students by organizing an official event in the dormitory on October 2023

Tokyo, Japan

August 2022 – Present

SKILLS & ADDITIONAL INFORMATION

Languages: English (Native), Indonesian (Fluent), Japanese (Took the JLPT N2 Exam on July)

Other Skills: Communication, Collaboration, and Event Planning

Nationality: Indonesian