

## William Tanaka

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### EDUCATION

#### Whitman College, Walla Walla, WA

**Expected Graduation: May 2021**

- BA: English, GPA 3.882
- Relevant Courses: Intermediate Poetry, Intermediate Fiction, Advanced Fiction, Linguistics, Syntax & Grammar, Tutoring Writing

### SKILLS

- Present ideas effectively with students and staff
- Plan and implement daily lesson plans
- Edit and proofread written material
- Coordinate people, activities, and schedules
- Coach, guide, encourage individuals to achieve goals
- Bilingual in Spanish
- Listen carefully to communication
- Create classroom environments to engage multiple learning styles
- Use computer software programs such as InDesign and Adobe Photoshop for artistic creation

### TEACHING EXPERIENCE

#### Student Academic Advisor, Whitman College, Walla Walla, WA

**Fall 2018**

- Developed and presented monthly workshops for up to 30 students that provided academic advice and educational tools for learning styles and transitioning to college life
- Advised 22 students on registering for classes, balancing their academic load, and time management by listening to their interests and needs then offering tailored advice
- Supported 150 first-year residents throughout the school year by hosting 4 office hours each week

#### Camp Counselor, Young Musicians & Artists Camp, Spring Lake, WA

**Summers 2015-2017**

- Facilitated a positive environment in which over 40 students could learn the fundamentals of creative writing and feel confident in their skills by giving clear instructions, modeling tasks, and providing encouraging feedback
- Oversaw the creation of an anthology of students' final work by editing, compiling, and printing their pieces
- Problem-solved with 6 co-workers by developing over 10 lesson plans that addressed different learning styles allowing all students to thrive and gain creative writing skills

### LEADERSHIP EXPERIENCE

#### Resident Assistant, Whitman College, Walla Walla, WA

**December 2019-Present**

- Facilitated a "Gender & Sexuality" and "Race and Equity" workshops for 150 students that addressed complex topics in order to generate a more inclusive college environment.
- Mediated situations arising from conflict between residents and engaged in active listening to propose compromise-and-cooperation-based solutions
- Collaborated with a team of 37 student staff and 9 Residence Life administrators to ensure a safe living environment for over 100 students by participating in weekly meetings, attending training sessions, and maintaining constant communication.

### ADDITIONAL EXPERIENCE

#### Staff Editor, blue moon, Whitman College, Walla Walla, WA

**Fall 2019-Present**

- Spearheaded the success of the college's literary magazine by organizing, advertising, and executing 5 all-campus publicity events to encourage magazine submissions
- Cultivated respectful, compassionate, and rigorous staff meetings by facilitating team exercises, setting agendas, and instructing staffers the proper editing style for poetry submissions

#### Feature Writer, Whitman Wire, Whitman College, Walla Walla, WA

**Fall 2018-Present**

- Wrote detailed examinations of issues important to the Walla Walla community with an unbiased style of reporting
- Interviewed community members to engage critically with various perspectives that would enrich individual pieces and the overall quality of the newspaper