

# Isabelle H. V. Morimoto

JVC DUBAI

Whatsapp: +393477391844 Mobile: +971559347433

Email: isabellemorimoto@gmail.com



## WORK EXPERIENCE

### English Tutor/Teacher

April 2016 - January 2025

Wall Street English Milan & Rome

- Ensure that students consolidate their learning through conversation WSE method
- Provide grammar explanation when needed
- Creatively plan group lessons, manage, and guide students to speaking English
- Uniquely and specifically provide individual needs of student based on their jobs/goals  
Train students to be prepared for IELTS exams/certification

### Executive Administrative Assistant

March 2014 - June 2016 Executive of Office of the Mayor - Government Center Fall River, MA

- Greeting guests professionally
- Well versed in managing multiple phone system and handling multiple incoming calls, transferring to correct department depending on the need of the caller (Public Works, Collectors, City Clerk, etc.)
- Committed to provide exceptional service to all - constituents and coworkers
- Excellent knowledge of administrative and clerical procedures
- Able to handle difficult constituents tactfully both over the phone and in person
- Adept at giving accurate and detailed information to visitors and callers

- Logging incoming documents, contracts, purchase orders, and any other requests that require signatures  
from administrators, city officials
- Process and retain certain applications, permits, documents, and file
- Update appointment calendars, schedules and maintain conference rooms
- Scanning, photocopying and collating
- Order, receive and maintain office supplies

### **Cashier/Server**

**June 2011- February 2014 Barcelos Bakery & Coffee Shop LLC Fall River, MA**

- Accommodate customers at tables with requested items, prepare ordered meals and drinks
- Answer calls and record orders
- Clean all utilities, appliances, and facilitate area for baker(s)
- Assist customers at cash register and provide exceptional customer care

### **Translation Services**

**September 2011 - April 2016 Freelance South Coast Massachusetts/Worldwide**

- Facilitating effective communication between two parties that do not speak a similar language either spoken or written
- Attend conferences/meetings/appointments to mediate discussion
- Relay concepts and ideas between languages, both professional and colloquial
- Convert written materials from one language into another, such as books, publications, or web pages
- Edit and proofread text to accurately reflect language
- Accompany foreign visitors and facilitate communication between receiving party and visitors

### **Private Music Teacher/Music Performer/Songwriter/Producer**

**June 2010 - June 2018 Fall River, MA/Providence, RI/Nationally**

- Provide lessons to young students who yearn to improve and further musical education
- Instruments offered: violin, piano, acoustic guitar, vocals
- Prepare the student for school musical studies for performances and concert
- Perform and entertain at weddings, funerals, churches, events, per request
- Oversee and equalize sound system quality to specific venue or session accordingly
- Producing an album with team, copywriting, marketing finished product
- Traveling alongside team; with equipment and instruments

## **Graphic Design**

### **June 2009-October 2011 Freelance South Coast Massachusetts**

- Receive requests to design advertisements, banners, graphic, logos according to requirements
- Export files to customers through email, postal system, personal delivery
- Print and make copies for customer upon request

## **EDUCATION / CERTIFICATES**

### **2007-2011 BMC Durfee High School of Fall River Fall River, MA**

- National Honors Society 2008-2011
- Orchestra Vice President 2009-2010, Orchestra President 2010-2011
- Class President 2007-2010, Student Body President 2010-2011

### **September 2013- May 2014 NorthEast Leadership Center Smithfield, RI**

- Music/Youth Leadership Major

### **April 2016-June 2016 TEFL Certification**

- 120 hours completed

## **SKILLS AND ABILITIES**

- Knowledge of Microsoft Office, Microsoft Outlook, Microsoft Word, Microsoft Powerpoint, Microsoft Excel, Adobe Photoshop, MS Windows and Mac OS
- Fluently read, write and speak English, Portuguese, Italian
- Work well independently as well as with team, both quietly or under stress and pressure
- Excellent customer/constituent service care developed through work experience
- Exceptional organization of files, paperwork, printing, scanning, copying, faxing, and emailing
- Efficiently and professionally receive incoming calls and promptly perform outgoing calls