



# SHADIA SOBERS

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## Summary

Dedicated and self-motivated Writer and UX/UI designer with over 5 years of writing experiences. Skilled and detail-oriented professional that is highly passionate about writing, and that produces exceptional work at a fast turnout rate.

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## Portfolio

- <https://shadiasobers.wixsite.com/shadia>
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## Skills

- UX/UI Design Certified
  - Project Management Certified
  - Proficient in SPSS
  - Proficient in Microsoft Word, Excel, and PowerPoint
  - Proficient in Adobe CS5
  - Klaviyo
  - IELTS Teaching Certified
  - ITT International TEFL and TESOL Ltd
  - Writer of over 100 internet chapters
  - Volunteer Grant Writer
  - Artistic and Creative Skills
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## Experience

### Eikaiwa Teacher

03/2020 - Current

Freelance | Remote, Japan

- Engages students in English conversation regarding their life, current events, movies, pop trends, etc
- Plays English games with students ranging from K-12 and University students in order to challenge their English ability
- Provides students with new knowledge in order to help them increase their understanding about other countries and vocabulary

### High School English Teacher

03/2021 – 03/2023

Interac | Wakayama, Japan

- Prepared informative classroom lectures on literature, poetry, and historical authors to engage and educate students.
- Graded assignments and offered constructive feedback to help students focus on areas in need of improvement.
- Recorded student progress, test scores, and assignment completion and maintained well-organized files for reference.
- Wrote custom materials for teaching concepts and material to supplement or replace standard materials to add interest, focus on specific concepts and meet learning needs of student population.

**Voice Actress**

01/2020 – 01/2023

Freelance | Remote, Japan

- Portrayed and interpreted roles with speech, gestures, and body movements to entertain and inform audiences.
- Performed humorous and serious interpretations of emotions and actions using body movements, facial expressions, and gestures.
- Used singing, dancing and musical instruments to enhance performances.
- Worked closely with the author and publisher to identify and perfect optimal performance during recordings.
- Emphasized importance of good study habits and devised homework schedules to assist students in implementing tailored study plans.
- Researched or recommend textbooks, software, equipment, or other learning materials to complement tutoring.

**Proofreader and Editor**

01/2019 – 01/2023

Freelance | Remote, Japan

- Reviewed and edited documents to fix grammatical and spelling issues.
- Adhered to typesetting and measurement dimensions for page elements.
- Drafted and finalized documents, memos, and letters.
- Corrected grammar, spelling, and tense errors to copy and manuscripts.

**Private Tutor**

07/2016 – 12/2021

Freelance | Japan

- Participates in training and development sessions to improve tutoring practices or learn new tutoring techniques.
- Provides private instruction to children, teenagers, adults, and small groups of students to improve performance and prepare for academic or occupational tests.
- Teaches English, math, science, social studies, and any area the student endeavors to focus on in order to help them reach their goal.

**Photographer**

07/2015 – 7/2021

Freelance | Japan

- Provided expert consultation to each client (corporate or individual) on creating the most appropriate style, mood, and expression to meet or elevate their expectations from each shoot
- Handled various accounts: fashion, food shots for restaurants, product endorsement shots, weddings, resort photography, marketing and promotional materials, family portraits, and special interests
- Shot and edited pictures taken using varying photo editing software (Adobe software)

**Psychology Notescriber**

03/2019 - 07/2021

Freelance | Remote, Japan

- Prioritized and organized tasks to efficiently accomplish service goals.
- Worked successfully with diverse groups of coworkers to accomplish goals and address issues related to clients.
- Understood and followed oral and written directions.
- Created detailed and comprehensible notes for psychologist to submit for clients.

**Localization Tester**

03/2021 - 05/2021

Active Gaming | Osaka, Japan

- Repaired malfunctions, reassembled items, and performed final tests.
- Crafted test cases after determining test scenarios taken from documentation.
- Identified software failures to document anomalies and defects in software database.
- Maintained data integrity standards for organizational concerns and non-conformance issues.

**Event Coordinator**

10/2020 - 03/2021

Osaka University Center | Osaka, Japan

- Developed diagrams and floor plans with event setup requirements.
- Recruited sponsors for events and planned scope of involvement, financial tie-ins, and promotional aspects for mutual benefit.
- Documented events with details in customer preferences, financial considerations, and successes and failures.
- Coordinated vendors, timelines, and budgets for events.

**Game Scenario Writer**

01/2019 - 09/2020

Accela Gaming | Remote, USA

- Applied strong writing, editing, and proofreading abilities to each assignment to produce best possible content for gaming app.
- Organized and tracked multiple projects to meet tight deadlines.
- Performed in-depth research into topics to write clear and accurate copies.
- Brainstormed, researched, and contributed content ideas that appealed to target audiences.

**Grant Writer**

01/2017 - 09/2020

Freelance | Remote, USA

- Proof-read and edited technical and non-technical documents including but not limited to grant proposals, cooperative agreements, contracts, manuscripts, and presentations
- Coordinated grant writing projects with principal investigators, external grant-writers, program managers, and research administration leaders Performed in-depth research into topics to write clear and accurate copies.
- Developed grant applications and provided feedback to clients to improve their chances of success

**Brand Ambassador**

01/2017- 12/2017

EvenTurn Up | Atlanta, Georgia

- Traveled to different venues and educated various managers on numerous ways to promote their business
- Traveled to conventions in order to speak about the company website and how the company could assist their business
- Created excel documents and Google Docs documents in order to organize and present information to the president of the company, as well as for weekly meetings

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## Education and Training

<b>Master of Fine Arts:</b> Creative Writing University of Texas At El Paso   Texas	GPA: 4.0	Expected in 05/2024
<b>Research Student:</b> Social Psychology Osaka University		03/2021
<b>Bachelor's Degree:</b> Psychology University of Georgia   Georgia	GPA3.8	12/2018

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## Languages

**English:** First Language

**Japanese:**  B2  
Upper Intermediate

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## Hobbies

- Writing
- Singing
- Archery
- Travel
- Reading
- Volleyball
- Marketing
- Photography
- Writing Lyrics
- Playing the violin
- Teaching intense exercise routines