

## ELIZABETH MINAHAN

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Tel: 617-412-8502

### EDUCATION:

High School: Canadian Academy, Kobe, Japan  
College: BA, Kalamazoo College, Kalamazoo, Michigan  
College: University of Bonn, Bonn, Germany

### WORK EXPERIENCE:

Consultant, Tokyo, Japan

2012-2014

Assisting teachers in developing career goals and resume writing. Worked with school directors in developing curriculum and teacher management.

ABC International School, Tokyo, Japan

2002-2012

School Director

Oversee and manage school of 135 students from 22 countries. Hire, train and supervise staff of 25 teachers from several countries. Handle all invoicing, office administration, and building supervision. Provide support and counsel to parents. Initiate and implement marketing strategies and advertising.

Tokyo Orientations, Tokyo, Japan

1998-2002

Senior Manager, Client Relations

Manager of 15 staff, providing training and oversight of all Client Managers and Field Consultants. Relocation consultant, working with clients and corporations to provide comprehensive, flexible programs tailored to meet their needs and to provide in-depth and highly practical information.

St. Francis Episcopal Church Holden, Massachusetts

1990 – 1998

Parish Coordinator from 1990-1996

Planned and administrated church office and parishwide activities, advisor to the senior high and chaired adult education committee and program. Christian Education Coordinator, oversight of teachers and children in the parish.

Pastoral Care Coordinator from 1996-1998

Offered pastoral care to parishioners, visited the sick, worked with those in trouble, as well as developed systems and training for pastoral caregivers.

English Teacher/Relocation Advisor Worcester, Massachusetts

1994 – 1996

Created program and conducted an English course for Japanese businessmen and engineers during their expatriate assignments at Norton Company, Worcester, MA. Offered relocation services to the assignees and their families to help them adjust to living in the United States.

American Culture Concepts, Inc. Holden, Massachusetts

1992, 1993

Coordinated a three week summer English language and American culture study program for twenty-five Japanese students from Gyosei High School in Tokyo.

Hiroshima Girls School Hiroshima, Japan

1975 – 1977

Taught English conversation as a member of the High School English Department. Worked as the Faculty Advisor for their student exchange program, assisting both American and Japanese students. Assisted the faculty in the translation of a book written about the school's experiences during the atomic bombing of Hiroshima.