

**Experience****UCR Higher Ed. Admin and Policy Program**

Riverside, CA

Sept 2021 | June 2022

*Graduate Student*

- Learned and implemented diversity, equity, and inclusion principles into coursework. Coursework projects included: Mental Health in STEM, examination of California A-G requirements, college climate observation protocol, policy brief on Cal Grants, and student development theory case studies.
- Analytical Report Capstone project examined developmental education and remedial classes, specifically math, through a critical race theory lens.
- Excellent interpersonal skills developed through group projects. Demonstrated willingness to assign tasks and take the lead.

**UCR Education Abroad**

Riverside, CA

Sept 2021 | Dec 2021

*Curriculum Graduate Intern*

- Curriculum Development: Redesigned and modernized workshop slides for Education Abroad students which covered policies and procedures for applying, financial information, and best practices for living abroad. Transferred and edited these slides into Powtoon.

**SBCUSD - Pacific High School**

San Bernardino, CA

Oct 2018 | Sept 2021

*Resident Guest Teacher*

- Provided general administrative and teacher assistance with varying degrees of responsibility including: overseeing college interns, managing The Cove Study Hall, leading student office worker workshops, tutoring students during lunch and after school, teaching during Winter/Spring/Summer breaks, substituting in classrooms, chaperoning school field trips, assisting with on-campus events, creating math enrichment activities and assessment tests, attending district professional development seminars, and mentoring students.
- Corresponded through telephone calls, emails, and texts with parents and students regarding school work and grades.
- Operated standard office equipment such as a printer, laptop, Chromebook, projector, laminating machine, Microsoft Office, Google Suite, etc.
- Demonstrated ability to maintain deadlines and prioritize tasks as is necessary in teaching.
- Experienced working with low-income, special ed, trauma informed, and diverse student populations in a K-12 Title I school. Ensured discretion when working with sensitive and confidential information.
- Ability to learn and implement lesson plans quickly, with attention to detail, accuracy, and organizational skills.
- Worked with high school seniors often advising them on college applications, financial aid, and career planning, while listening to their concerns, goals, and interests.
- Major projects included Math Enrichment Luncheon event, The Cove Google Classroom, The Cove tutoring website through Google Sites, and setting up my own class for Math 1 in Google Classroom and Google Sites.

**Youth Action Project - Pacific High School**    San Bernardino, CA    Oct 2017 | June 2018  
*Academic Case Manager*

- Provided academic advising to high school students through tutoring and academic planning, contextualizing strategies according to the individual student's needs.
- Tutored students in group settings of up to 5 to 20 students after school.
- Emphasized mental health wellness in our approaches with students to address their socioemotional needs.

### Skills

**Education:** Curriculum development, familiarity with student records management system such as Aeries, IEP understanding, mental health assessment, analytical skills, strong problem-solving skills, excellent written and verbal communication, customer service, knowledge of FERPA

**Computer:** Microsoft Office, Google Suite, data entry 90 to 100 wpm, C++, Windows 10 and 11 OS, Linux, OBS Studio, basic video and photo editing, WordPress, Canva, Powtoon, Zoom, Google Meet

### Education

**University of California, Riverside**    Riverside, CA  
M. Ed. Higher Education Administration and Policy    September 2021 | June 2022

**Diversity Certificate Program**    Riverside, CA  
University of California, Riverside    June 2022

**University of California, Riverside**    Riverside, CA  
B. S. Applied Mathematics - Computational    June 2016

### Relevant Coursework

**Spring Quarter 2022 (ongoing):** *College Student Development - Higher Education Finance - Higher Education Policy*

**Winter Quarter 2022:** *Critical Issues in Higher Education - Higher Education Governance - Campus Environments, Climate, and Culture*

**Fall Quarter 2021:** *Demographics and Diversity in Higher Education - Understanding Research in Higher Education - History of Higher Education*

### References

**Joseph Gonzales**

Academic Services Coordinator, Pomona College, Claremont CA



**Cynthia Villarreal**

Visiting Professor, Faculty Advisor, UCR, Riverside, CA

