

Lea Leopard

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EDUCATION

Bachelor of Science, Sociology

University of La Verne, La Verne, CA

May 2015

RELATED COUSEWORK (in progress *)

- Social Problems
- Research Methods
- Sociology of Deviance*
- Senior Thesis *(Adolescents and deviance)

INTERNSHIP EXPERIENCE

Case Management Intern

June 2014 – Present

T.Y.K.E.S. Resource Center, Chino, CA

- Collaborate with community agencies and nonprofit organizations to locate available resources for parents in need of social services
- Assess need and recommend services for diverse families with children birth to five years of age
- Co-lead the facilitation of court mandated parenting classes

Intern

June 2013 – August 2013

Pals Program, Human Services Department, Anaheim, CA

- Facilitated educational workshops and activities aimed in promoting positive self-esteem and leadership skills among diverse adolescents
- Delivered one-on-one mentoring to at risk and troubled teens
- Provided tutoring in math, science, and writing to high school age students

WORK EXPERIENCE

Front Office Assistant

August 2012 - Present

University of La Verne, Career Services

- Greet guests, answer questions, and provide information to client inquiries
- Schedule appointments, with proper follow-up to clients and counselors
- Answer telephones, direct calls, monitor voicemail and take messages
- Create, monitor and file office records
- Maintain supplies, resources. Keep office clean and resources/supplies stocked.

On-Campus Involvement

President

August 2013 - Present

Sociology and Anthropology Club

- Lead weekly meetings, create agenda, and follow up on member inquiries
- Schedule guest speakers to enhance member knowledge and create networking opportunities

Events Coordinator

September 2012 – May 2013

Campus Activities Board

- Contacted and hired vendors for various events on campus
- Worked with University Risk Management Department to secure contracts
- Managed a budget of \$8000

ADDITIONAL SKILLS

- Fluent in Spanish
- Proficient in Microsoft Word, Excel, Outlook and PowerPoint
- Knowledge of Adobe