

# Guillermo A. Méndez

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## **Education:**

***Ethnomusicology B.A.***

09/2010-06/2013

University of California Los Angeles (UCLA), Westwood CA

## **Skills:**

- Proficient in Microsoft 365, Apple Pages, Keynote, Power Point.
- Bilingual: Fluent in English and Spanish.
- Proficient in accurate and fast typing with a keen eye for detail.
- Demonstrated ability to manage multiple tasks simultaneously with efficiency and organization.
- Excellent record of dependability, reliability, and punctuality.
- Programming Languages: Python, Oracle SQL, JavaScript.
- Tools: Visual Studio Code, Jupyter Notebook, Oracle Live, GitHub, Linux.

## **Work History:**

***Online Tutor***, Mission Academy High School, Lancaster, CA

06/22-08/22 & 06/23-08/23

- Tutored students in math subjects from elementary to precalculus based on various mediums and platforms such as online classes and one-on-one virtual tutoring.
- Used Excel spreadsheets trackers to keep track of students' work progress.
- Provided technical support with online course setup and access.
- Archived end-of-course student work samples in the school's database.

***Virtual Tutor***, Learn4Life, Lancaster, CA

09/2018-02/2020

- Tutored students in all subject areas using various mediums or platforms such as online classes, virtual tutoring, one-on-one, and based on the class and text notes they have collected.
- Conducted mini-lessons in the process of writing in all subject areas, study skills, and other aspects of course preparation.
- Became familiar with the educational materials and resources available to teachers and students.
- Determined from student notes and discussions the concepts that need to be taught or re-taught.

***Area Teacher 1***, Opportunities for Learning Public Charter School, Lancaster CA

03/2017-07/2018

- Instructed students in multiple subjects, using various teaching methods, audiovisual aids, and other materials.
- Kept attendance records, maintained student files and transcripts for a 40+ student workload.
- Met with students and parents to discuss student progress and challenges.
- Provided support to the HR/Admin department of the school by obtaining important information from parents and preparing a large number of files for the annual audit.
- Coordinated state testing such as STAR testing and SBAC.
- Participated in extracurricular activities such as coaching girls' soccer team.

***Substitute Teacher***, Antelope Valley Unified High School District, Lancaster CA

09/2016-07/2018

- Support school during short-term periods of teacher absence.

- Provide students with feedback on their work and on how to improve their studies.
- Ensure classroom management by setting rules and limits.

***Tutor***, Professional Tutors of America, Palmdale, CA

09/2016-03/2017

- Provide group tutoring of Language Arts and Math for students from K-12 grade.
- Help students with homework in a one-to-one basis.
- Determine Student's English or Math proficiency level by conducting assessment tests.

***Musician***, Mariachi Cobras de Jalisco, San Fernando CA

06/2003-Present

- Weekly voice and instrumental performances; various administrative duties.
- Maintain updated repertoire to ensure customer satisfaction.
- Organize group sectionals and rehearsals.

***Clerk/ Student Assistant***, GSE&IS Support Services Unit at UCLA, Westwood CA

11/2012-06/2013

- Redirected mail/parcels with incorrect addresses.
- Assisted professors and Graduate students prepare and coordinate office moves ensuring the safe delivery of personal belongings to new workspace.